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# **Basic Serials Cataloging Workshop Instructor's Manual**

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For the

**Serials Cataloging Cooperative Training Program**

Under the auspices of the

**Cooperative Online Serials Program (CONSER)**

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## Foreword

The Basic Serials Cataloging Workshop was the first course developed by the Serials Cataloging Cooperative Training Program, a program inaugurated in 1998 under the auspices of the CONSER Program. Since its release in 1999, the workshop has been given in numerous venues throughout the United States and has been translated into Spanish, French, and Chinese for workshops presented in Mexico, Canada, and Taiwan. The success of this course has led to the development of other workshops and today, in 2002, there are four courses with a fifth under development. SCCTP has also been hailed as a “best practice” for continuing education of librarians.

The enthusiasm and commitment of so many to this program attests to the great need for training in the area of serials cataloging. I am very grateful to the members of the SCCTP Steering Committee, to the those who have helped fund the Program: NASIG, AMIGOS, SOLINET, and PALINET, and most particularly to Cameron Campbell for his expertise and hard work in developing this very thorough course in basic serials cataloging. Thanks are also extended to the many SCCTP trainers who have brought their experience and talents to presenting this course.

Over the years since its development, the course has been revised several times. The 2002 revision reflects the 2002 revision of AACR2. In addition to revising the content, the format of the course has been revised to reflect the use of PowerPoint as the basis for the trainee and instructor manuals and distribution in PDF format. Course contents have also been expanded in some cases based on suggestions from experienced trainers. I want to thank Les Hawkins, Ann Ercelawn, Steve Shadle, and Valerie Bross for their very useful comments and suggestions.

Further course materials will be developed based on demand as expressed on the evaluation sheet in Appendix E. It is hoped that SCCTP will branch out into distance learning, mentoring, and other forms of learning as the program matures.

This workshop was designed to be given by SCCTP trained-trainers; however, anyone familiar with serials cataloging can use the materials to provide training for others. They can also be used for self-study. Comments on the materials are most welcome.

To learn more about SCCTP, visit the Web site at:  
**<http://lcweb.loc.gov/acq/conser/scctp>**

Jean Hiron  
CONSER Coordinator  
Serial Record Division  
Library of Congress

September 2002





## Instructor's Preface

The materials in this manual are organized into nine sessions; all but session one have exercises. Some sessions are optional and portions of others are optional. Each trainer should feel free to adjust the coverage and order of the sessions as necessary for any specific workshop based on timeframe and audience. The examples have been chosen to emphasize routine serials cataloging issues, not the extraordinary or unusually difficult, since the workshop is primarily aimed at copy cataloging staff (professional or para-professional) and general catalogers who occasionally catalog serials rather than experienced professional serials catalogers. Additionally, a bibliography of useful cataloging tools and two glossaries can be found in appendices at the end. In many cases the trainer can simply refer participants to these for later review, while in other cases, a trainer may wish to go over the material more fully during any given session.

Each session starts with some suggestions for warm up exercises that can be used as icebreakers. These have been collected into Appendix G. Trainers should as always adapt these suggestions or add to them as they see fit. Given time constraints, warm-ups may be limited to the beginning of each day, rather than each session. The sessions all begin with references to relevant CONSER documentation and end with a brief summary of the major points presented.

The exercises include title page information and blank worksheets for participants to complete. The instructor's manual includes answer sheets for all the exercises. These should be copied and distributed to the participants at the end of each set of exercises so that they have them for future use. The exercises themselves may be done in several ways:

- individually by each participant and then reviewed by the trainer for the group;
- or, the participants can be divided into smaller groups with each group assigned several examples to complete for presentation to the group.

Varying the approach over the course of the workshop may be helpful in fostering group participation. Generally, any approach that encourages the participants to solve issues reinforces the learning experience they will have during the workshop. The trainer thus acts more as a referee or coach.

It might also be helpful to have at least one copy each of *AACR2*, the *CONSER Cataloging Manual*, the *CONSER Editing Guide*, and the *LCRIs* available but this may not always be practical.

An important part of the workshop in past years has been the “Trends in Serials Cataloging” session, which was labeled Session 10. This session has been omitted with the 2002 revision, along with Session 11, which was questions and problems from home. Trainers should judge whether there will be extra time and use that time as they deem most appropriate. This may include a discussion of current events, such as publication

patterns, aggregations, or ILS-related issues. Or it may be better to keep a list of topics for further discussion as the session progresses and address these at the end of the session. It is up to the trainers and participants to decide how best to use this time. SCCTP trainers may want to share successful ideas on the SCCTP discussion list.

In all cases, time should be allowed at the end of the workshop for evaluation. This will be most helpful in refining and re-working the training materials. A suggestion form can be found in Appendix E.

The sessions have been structured in a modular fashion to allow for a variety of options in creating a specific workshop. Depending on whether the workshop is scheduled for a single day or two days and also on whether copy cataloging or original cataloging is to be emphasized, any number of schedules could be followed. The following are simply suggestions and in most cases will need to be tailored to any given occasion.

### **1 Day: Copy Cataloging**

Sessions 1 & 2	9 a.m. To 10 a.m.
Session 2 exercises	10 a.m. To 10:30 a.m.
Break	10:30 a.m. To 10:45 a.m.
Session 5	10:45 a.m. To 11:45 a.m.
Session 5 exercises	11:45 a.m. To 12:15 p.m.
Lunch break	12:15 p.m. To 1:15 p.m.
Session 6	1:15 p.m. To 2:15 p.m.
Session 6 exercises	2:15 p.m. To 2:45 p.m.
Break	2:45 p.m. To 3:00 p.m.
Session 7	3:00 p.m. To 4:00 p.m.
Session 7 exercises	4:00 p.m. To 4:30 p.m.
Further discussion	4:30 p.m. to 4:50 p.m.
Evaluation	4:50 p.m. To 5:00 p.m.

### **1 Day: Original Cataloging**

Sessions 1 & 2	9 a.m. To 10 a.m.
Session 2 exercises	10 a.m. To 10:30 a.m.
Break	10:30 a.m. To 10:45 a.m.
Session 3 and exercises	10:45 a.m. To 11:45 a.m.
Session 4 and exercises	11:45 a.m. To 12:15 p.m.
Lunch break	12:15 p.m. To 1:15 p.m.
Sessions 8	1:15 p.m. To 2:15 p.m.
Sessions 8 exercises	2:15 p.m. To 2:45 p.m.
Break	2:45 p.m. To 3:00 p.m.
Session 7	3:00 p.m. To 4:00 p.m.
Session 7 exercises	4:00 p.m. To 4:30 p.m.
Further discussion	4:30 p.m. to 4:50 p.m.
Evaluation	4:50 p.m. To 5:00 p.m.

A two day workshop might look like this:

### **Day 1**

Sessions 1 & 2	9 a.m. To 10 a.m.
Session 2 exercises	10 a.m. To 10:30 a.m.
Break	10:30 a.m. To 10:45 a.m.
Session 3	10:45 a.m. To 11:45 a.m.
Session 3 exercises	11:45 a.m. To 12:15 p.m.
Lunch break	12:15 p.m. To 1:15 p.m.
Session 4	1:15 p.m. To 2:15 p.m.
Session 4 exercises	2:15 p.m. To 2:45 p.m.
Break	2:45 p.m. To 3:00 p.m.
Session 9	3:00 p.m. To 4:00 p.m.
Session 9 exercises	4:00 p.m. To 4:30 p.m.

**Day 2**

Session 8	9 a.m. To 10 a.m.
Session 8 exercises	10 a.m. To 10:30 a.m.
Break	10:30 a.m. To 10:45 a.m.
Session 5	10:45 a.m. To 11:45 a.m.
Session 5 exercises	11:45 a.m. To 12:15 p.m.
Lunch break	12:45 p.m. To 1:45 p.m.
Session 7	1:45 p.m. To 2:15 p.m.
Session 7 exercises	2:15 p.m. To 2:45 p.m.
Break	2:45 p.m. To 3:00 p.m.
Session 6	3:00 p.m. To 3:30 p.m.
Further discussion	3:30 p.m. To 4:50 p.m.
Evaluation	4:50 p.m. To 5:00 p.m.

An experienced SCCTP trainer has also offered the following scenario:

Day 1: Sessions 1-4, 9 (original cataloging)

Day 2: Sessions 5, 7, 6, 8 & further discussion/trends (copy, editing, electronic serials, trends)

## Workshop goals

- Participants will:
  - Identify serials and distinguish them from monographs and integrating resources
  - Create original serials cataloging records
  - Identify “appropriate” serial copy and needed edits
  - Become familiar with the MARC 21 tagging used for serials
  - Be introduced to the cataloging of electronic serials

Welcome to the SCCTP Basic Serials Cataloging Workshop! This is a two-day course that will cover some of the basic principles associated with the creation of original cataloging records and the identification and editing of serials copy.

We’ll discuss what makes serials different, how they fit into the bigger picture of “continuing resources,” and how to identify them.

The workshop will cover both print and electronic serials.

Please note that there are other SCCTP courses that may be of interest to you:

The SCCTP Advanced Serials Workshop provides a more complete course on original cataloging of serials

The SCCTP Electronic Serials Cataloging Workshop provides a more focused course on online serials

The SCCTP Integrating Resources Workshop (available in 2003) will cover the cataloging of loose-leaves, Web sites, and databases

The SCCTP Serial Holdings Workshop covers the creation of holdings records.



# Session 1: Introduction

Where do serials fit in the world of continuing resources?

How does serials cataloging differ from the cataloging of monographs and integrating resources?

What are generally accepted conventions, practices, etc.?

What tools are available?

What MARC tags are most commonly used for serials?

## References

The trainer may want to review the following sources:

***CONSER Cataloging Manual, Modules 0, 1***

***CONSER Editing Guide, Section B6 (Core Record)***

The bulleted material under each header below contains the main points that should be made for each tick item in the Powerpoint presentation slides.

## Warm Up Exercises

See Appendix G for suggestions.

## Questions for the Session

The objectives of this session are to introduce the workshop and its goals, point out the basic differences between serials and other cataloging, note the role of standards, introduce the concept of the core record, and point out some helpful resources for serials catalogers.

The material is focused on answering the questions above.

## Serials, Seriality, and Continuing Resources

- Serials are now one category of “continuing resource” in Chapter 12 of AACR2
- Integrating resources are the other category
- Both exhibit *seriality* because they are issued or updated over time and can change
- But they are issued in a different manner and thus, the cataloging rules for them differ

•The revised AACR2 Chapter 12 is now called “Continuing Resources” and includes both serials and integrating resources. Continuing resources are bibliographic resources that have no predetermined conclusion.

•Integrating resources is a new category of materials that includes updating loose-leafs, Web sites, and databases.

•The similarity between serials and integrating resources is that they both exhibit seriality, a quality that relates to their issuance over time and their ability to change.

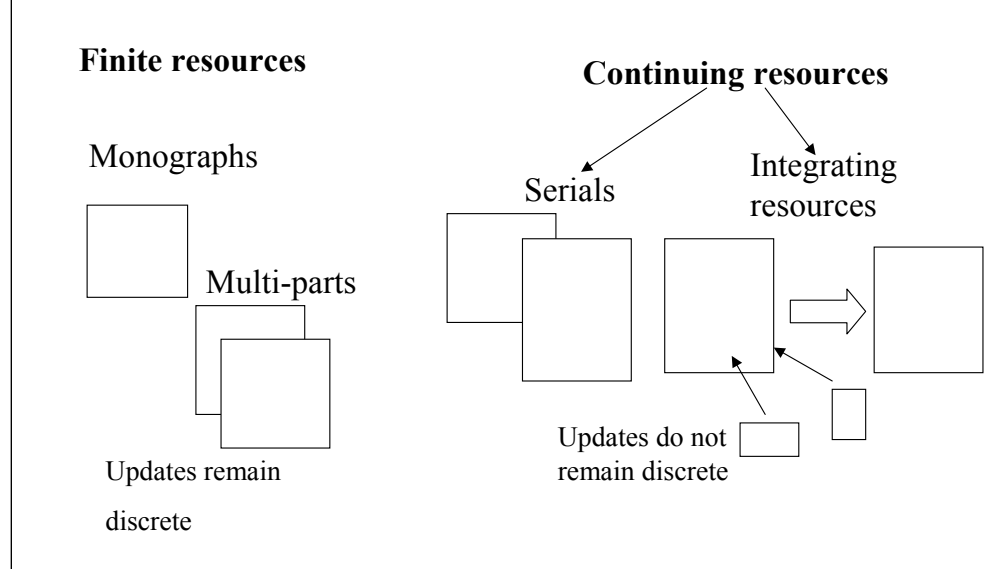
As an example, a Web site that is updated daily has more similarities to a daily serial or newspaper than to a book.

•The difference between serials and integrating resources is the form in which they are issued. Serials are issued in a series of parts; integrating resources are issued in one updated part. Because of this, the rules for them differ in some ways. But the rules for both are included in Chapter 12.

In the next session we will discuss the definition of a serial and how it differs from monographs and integrating resources.



# Representation of bibliographic resources in AACR2



This model shows how serials and integrating resources are both categories of continuing resources, which is the title of Chapter 12.

Note that multi-parts, even though they are incomplete, are not considered to be continuing resources and are cataloged as monographs.

# Serial Cataloging Records:

- Reflect the whole publication
- Are dynamic because they incorporate changes over time
- Are cooperative creations (e.g., one library may create the record, another may update it)
- Are important to the overall control of the serial and often are essential to other records (holdings, check-in)
- 

## Serials Cataloging Records

**(Note: these characteristics really apply to any continuing resource; the distinction here is with monographs records)**

Important aspects about serial records are:

The cataloging record should represent the **whole publication** (not any individual issue)

For this reason, detail related to a single issue is not usually included.

Serial records are **dynamic**; i.e., no record is necessarily ever finished;

almost anything can change: their title, the publishing information, frequency, form of numbers, etc. Some changes – such as title changes – are handled by making a new record according to “successive entry” cataloging rules. Less important changes are handled in notes.

Serial records are most often **cooperative creations**; i.e., no single cataloger will necessarily have all the issues or information in hand to catalog any run completely. The record may be created by a cataloger in one library but updated by another.

With current ILSs, bibliographic records for serials play an important role in the overall control of the serial, including purchase orders, check-in records, holdings, and item records. The bibliographic record is central to these and is essential in some systems.

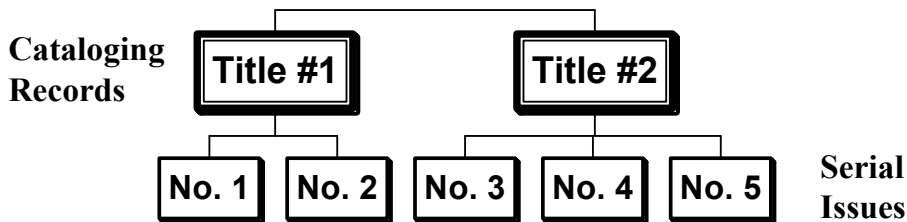
## Successive entry cataloging

- Convention applied to serials
- Any major change results in the creation of a new record (e.g., some title changes, main entry)
- Records are linked using 780/785 fields

Successive entry records:

1. Successive entry convention calls for the creation of a new record each time a major change occurs. Major changes include some changes in title, changes of main entry, and changes in the physical format. Major and minor changes will be covered in session 7.
2. The preceding record is “closed out” and a linking field (785) is added to it. The links are designed to bring together the records in the OPAC.

## A Many to Many Relationship:



### Many-to-Many Relationship

As a result of successive entry, the relationship of a serial's cataloging record(s) to the ongoing issues of the publication itself often entails one or more cataloging records to many individual issues, not one cataloging record to one issue, as with most monographs.

The slide illustrates this pattern

## Successive Entry Record:

Type: a Elvl:      Srce: d Gpub:      Ctrl      Lang: eng  
Blvl:s      Form:      Conf: 0 Freq: b Mrec:      Ctry: mau  
S/L: 0      Orig:      EntW:      Regl: r      ISSN: 1      Alph: a  
Desc: a SrTp: p Cont:      DtSt: d      Dates: 1987,2000  
010 -- #a sn87-109  
022 -- #a 0892-2462  
130 0- #a World (Boston, Mass.)  
245 14 #a The world : #b journal of the Unitarian Universalist  
Association.  
260 -- #a [Boston, MA] : #b The Association, #c [1987-  
362 0- #a Vol. 1., no. 1 (Jan./Feb. 1987)-  
362 1- #a Ceased in 2000.  
780 00 #t Unitarian Universalist world #x 0041-7122  
785 00 #t UU world #x 1532-7450

Here is an example of a successive entry record. In this case, there is an earlier title (field 780) and a later title (field 785).

S/L in the fixed field = 0, which means successive entry

# Standards:

- AACR2 and LCRIIs
- MARC 21  
<http://lcweb.loc.gov/marc/>
- CONSER  
<http://lcweb.loc.gov/acq/conser/>
- OCLC, RLIN, or other utility
- local standards, practices, etc.

## Standards

- Standards for record creation and editing exist at several levels:
  1. AACR2 and LCRIIs;
  2. MARC21 definitions for tagging and coding;
  3. CONSER program cataloging standards and practices;
  4. OCLC, RLIN or other utility input standards;
  5. Local standards, practices, etc.
- The single best incentive for producing records that meet the MARC21, CONSER, OCLC and RLIN requirements is that the creation of more records at these levels in the utilities means that there will be more records shared and thus more cost effective and efficient library cataloging operations since copy cataloging for serials is faster and cheaper than original cataloging.
- Records created at these levels do not preclude many desirable local options such as title and name added entries of local interest, etc.
- Many policy decisions about local standards have implications beyond the realm of cataloging rules and practices – they touch on acquisitions issues, binding policies, check-in activities, staffing, public access, etc.

## Cataloging Levels:

- Full level: (encoding level I or blank)
  - uses all applicable cataloging data
- Core level: (encoding level 4)
  - optional: some variable fields, many notes, and some linking entries
  - At least one subject heading
  - cataloger's judgment

### Cataloging Levels (Core and Full)

- One of the newest standards in serials cataloging is the core record as described in the *CONSER Editing Guide*, Section B6.
- The core record essentially duplicates the traditional full level cataloging record, but treats some variable fields (e.g., the 043), many notes and some linking entries as optional and only requires the most important subject added entries be given, when applicable. The cataloger's judgment is emphasized in determining what is useful in any given record.
- It may be desirable to adopt the core level record as a standard for original cataloging, enhancing such records when it is deemed useful.
- For copy cataloging another cost-effective approach would be to adapt the core level requirements into a list of those data elements to be scrutinized and those that can safely be ignored in adapting copy for local use.
- In this workshop we have concentrated primarily on those fields required for the core level.

## Two Useful Cataloging Tools:

- ◆ **CONSER Cataloging Manual** (CCM). 2002 ed. Washington, D.C.: Serial Record Division, Library of Congress; distributed by the Cataloging Distribution Service.
- ◆ **CONSER Editing Guide** (CEG). 1994 ed. Washington, D.C.: Serial Record Division, Library of Congress; distributed by the Cataloging Distribution Service.
- ◆ **Cataloger's Desktop**. Includes these and many more documents. LC CDS

- Appendix A contains a list of tools for serials catalogers. The trainer may wish to select a number of titles from the bibliography to present to the participants.
  - The *CONSER Cataloging Manual* and the *CONSER Editing Guide* should always be mentioned. Note: these tools are updated by occasional looseleaf updates and you should be sure that your library has a subscription to the updates to assure that you have the most current instructions.
- Note that these tools are both included on the Cataloger's Desktop, available from CDS.



# MARC Tagging and Serials

## Serial MARC Record:

The serial 008 fixed field includes:

Type: a ELvl:      Srce: d GPub:      Ctrl:      Lang: eng  
BLvl: s Form:      Conf: 0 **Freq: m** MRec:      Ctry: enk  
**S/L: 0** Orig:      EntW:      **Regl: r** **ISSN: z** Alph: a  
Desc: a **SrTp: p** Cont:      **DtSt: c** Dates: 1920,9999

### Serial MARC Record

- The example in the slide illustrates the main **differences** between a serial MARC record and a monographic MARC record. Only the differences in bold need to be pointed out during the presentation.

- The serial 008 fixed field contains coded bytes not found in other 008 fields:

1. Serial type {renamed: type of continuing resource} (periodical, newspaper, monographic series, database, Web site, loose-leaf)
2. Codes for frequency and regularity of publication
3. A code to indicate its current publication status (current, dead or unknown)
4. A code to indicate whether the record uses successive, latest entry, or integrated entry cataloging conventions
5. A code used by NSDP or ISSN Canada to indicate which agency assigned the ISSN and key title

## Serial MARC Record (cont'd):

### 00x Variable Fields:

010 -- #a 98-659124 #z sc83-1761

**022 -- #a 0043-9983**

032-- #a 007591 #b USPS

037-- #b IPC Magazines Ltd., King's Beach  
Tower, Stamford Street, London SE1  
9LS

**042 -- #a lc #a nsdp**

050 00 #a GV771 #b .Y3

- The 0xx variable fields are used in the same way as in other formats, except:

1. The 022 field contains the ISSN
2. The 037 field (replaced the 265 field) contains the name and address of the publisher or distributor
3. The 042 field indicates that a CONSER member has authenticated the record.

## Serial MARC Record (cont'd):

### Title Fields:

**210 0- #a Yacht. mon.**  
**222 -4 #a The Yachting monthly**  
245 04 #a The Yachting monthly.  
**246 14 #a Yachting**

### Imprint:

260 -- #a [London : #b Yachting Monthly],  
**#c 1920-**  
300 -- #a v. : #b ill. ; #c 28 cm.

- Many serial records also have an abbreviated key title (210) and a key title field (222) in addition to the 245 title proper. These are assigned only by members of the ISSN network:

**210 0- #a Yacht. mon.**  
**222 -4 #a The Yachting monthly**  
245 04 #a The Yachting monthly.  
246 14 #a Yachting

-Typically, the 260 imprint field will contain an open date (if the title is currently active) or closed dates (if the title is dead)

260 -- #a [London : #b Yachting Monthly, **#c 1920-**  
300 -- #a v. : #b ill. ; #c 28 cm.

## Serial MARC Record (cont'd):

Frequency:

**310 -- #a Monthly**

Designation:

**362 0- #a Vol. 29, no. 166 (Feb. 1920)-**

Notes:

**500 -- #a Title from cover.**

**500 -- #a Publisher: IPC Magazines Ltd.,  
1991-**

**500 -- #a Latest issue consulted: Vol. 160,  
no. 1,101 (May 1998).**

-In addition to coding the frequency of publication in the 008 field, an eye-readable field (310 ) is added to the record that displays to the public (optional for core level):

**310 -- #a Monthly**

-Individual issues of serials are typically designated by various patterns of enumeration and/or chronology. The beginning and ending designations are input into the 362 field:

**362 0- #a Vol. 29, no. 166 (Feb. 1920)-**

-Notes are made about title source if other than the title page and variations in later issues such as publication information. When changes are made to reflect later issues, a latest issue consulted note may be added.

**500 -- #a Title from cover.**

**500 -- #a Publisher: IPC Magazines Ltd., 1991-**

**500 -- #a Latest issue consulted: Vol. 160, no. 1, 101 (May  
1998). {New}**

-Other notes commonly found: 515, 525, 550 and 580.

## Serial MARC Record (cont'd):

### Subject Headings:

**650 -0 #a Yachting #v Periodicals.**

### Links:

**780 00 #t Yachting monthly and magazine  
of the R.N.V.R. #w (OCoLC)13484999 #w  
(DLC)sn 86032453**

**787 08 #i Companion to: #t Practical  
seamanship #x 0957-2783 #w ...**

-Subject added entries typically have a form designation in subfield x, or subfield v, if created after February 1999:

**650 -0 #a Yachting #v Periodicals**

-Linking entries relate the title to earlier and later titles as well as other related publications:

**780 00 #t Yachting monthly and magazine of the R.N.V.R.  
#w (OCLC)1348999 #w(DLC)sn 86032453**

**787 08- #i Companion to: #t Practical seamanship #x 0957-  
2783 #w ...**

\*\*\*\*\*

Note to trainers: **Review Pre-Workshop Exercises, Part A**

This would be a good point to review any of the examples from the pre-workshop exercises from section A that were not discussed in the wam-up exercise. The participants can also raise unresolved questions.

## Summary

- Serials are one type of *continuing resource*
- Serials are dynamic publications that exhibit many variations over the course of their publication history
- Because of this, there are differences in the way serials are cataloged
- There are many useful tools in print and online to assist serials catalogers
- MARC tags used for serials include special note fields and links





## Session 2 What is a Serial?

What is the definition of a serial?

What are the common characteristics of serials?

What types of publications are or are not typically cataloged as serials?

How do serial MARC records differ from monographic or integrating resource MARC records?

### References

The trainer may want to review the following sources:

AACR2 definition of serial in glossary

*CONSER Cataloging Manual*, Modules 2, 31

LCRI 1.0

The bulleted material under each header below contains the main points that should be made for each tick item in the slides. All examples have been included in the slides.

### Warm Up Exercises

Select two or three examples from the pre-workshop exercises and ask the participants whether they considered them to be serials or not and why. See also Appendix G for other suggestions.

### Questions for the Session:

The objectives of these session are to help the participants define and identify serials based on information from the piece(s) in hand. To that end, the material in the session is focused on answering these questions (see above).

# Definition of a Serial

A continuing resource

- issued in a succession of discrete parts
- Usually bearing numbering
- that has no predetermined conclusion.

## **Definition and Characteristics**

### **Definition**

- AACR2 definition of a serial:.

A continuing resource issued in a succession of discrete parts, usually bearing numbering, that has no predetermined conclusion.

- Examples of serials include:

journals, magazines, electronic journals, continuing directories, annual reports, newspapers, and monographic series.

# Important Elements of the Definition:

- ◆ Succession of discrete parts
  - ◆ Usually issues, could be numbered articles
- ◆ Numbering (usually)
  - ◆ Needed to distinguish issues
  - ◆ “Usually” refers primarily to unnumbered series
- ◆ No predetermined conclusion

## Important Elements of the Definition

### a. Succession of discrete parts:

- Individual parts are usually called issues
- But a part might also be a numbered article in an e-journal
- They may stand alone like annual publications such as directories (e.g., 1998 ed., 1999 ed.) or may eventually be collected together for binding as a volume, as with journals.
- Note that issues may also be published in more than one part (e.g., 1995, vol. 1; 1995, vol. 2; 1995, vol. 3, etc.)

### b. Numbering:

- Numbering can include numeric and/or chronological designations
- Numbering is needed in order to distinguish one issue from another.
- Numbering serves check-in, claiming, shelving, marking and retrieval functions.
- The term “usually” refers to unnumbered series and the occasional serial that lacks a designation on the first issue.

### c. No predetermined conclusion:

- This means that there is nothing in the serial that indicates that the publisher intends to complete the publication and that the resource will be finite.
- A serial may absorb other serials, cease publication, merge with other serials, or split into several serials.
- A serial that ceases even after only a single issue is still a serial since the publisher intended to publish a continuing resource.

## Also treat as serials: (12.0A)

- **Publications of limited duration**
  - Have similar characteristics and functions of serials but have a predetermined conclusion
  - Examples: Newsletters from conferences, quarterly reports of projects, etc.

AACR2 12.0A lists three categories of finite resources that are to be cataloged according to the rules in Chapter 12. These are publications of limited duration, reprints of serials (covered later in this session), and finite integrating resources (not covered by this session).

### **Publications of limited duration**

Publications of limited duration that bear the characteristics of a serial, such as frequency, numbering, and type of report (newsletter, annual report, etc.), but cover a limited time frame, can now be cataloged as serials. Prior to 2002 these were treated as multi-part monographs. Examples include newsletters of an event, annual or quarterly progress reports of a project, reports of a limited term commission.

Judgment will be needed to decide whether a resource should be treated as a serial or as a multi-part. Consider the function of the resource. If it serves the type of function that a serial would—covering events that occur over time—treat as a serial. If it is to be issued in multiple volumes over time because of the scope of the material, treat it as a multi-part.

## Identifying Characteristics:

◆ ISSN:

**1096-6919**

0895-495X

◆ frequency in title:

**AB Bookman's weekly**

**Annual report of the Academy of Sciences of  
Estonia**

**Yachting monthly**

### Identifying Characteristics

#### a. Presence of an ISSN (International Standard Serial Number)

examples: 1096-6919

0895-495X

- ISSN are also assigned to series and care must be taken to determine if the ISSN is really for any series within which the title may appear.

- ISSN may also be assigned by the International Standard Data System to materials that would not be cataloged as serials such as unnumbered series, loose-leaf publications, some conference and exhibition publications, etc.

- ISBN may also be assigned to individual volumes of a serial – this is not uncommon for annuals and less frequent publications. In these cases the ISSN identifies the overall serial or series while the ISBN identifies the particular year or monograph in the ongoing serial or series.

#### b. Words in the title indicating frequency

examples: AB Bookman's weekly

Annual report of the Academy of Sciences

## Identifying Characteristics (cont'd):

### ♦ enumeration/chronology:

**Volume 28**

**Vol. 32, No. 10 September 1997**

**Spring 1997**

**1998-1**

### ♦ year(s) of coverage:

**1997 (item published in 1998)**

**...for the fiscal year 1995**

**...covering the period July 1978 through June 1979**

### c. Presence of enumeration/chronology

- Note that sometimes items acquire a designation (numeric and/or chronological) after the first issue(s), thereby becoming bona fide serials

examples: Volume 28

Vol. 32, No. 10 September 1997

spring 1997

- Note also that some monographic sets also may bear volume numbering and need to be distinguished from true serials.

### d. Year(s) of coverage

- The mere presence of a date does not indicate seriality
- Generally, the publication must be frequently issued, e.g., annually, biennially, etc.
- Distinguish coverage dates from imprint dates (e.g., annual reports for a given fiscal year versus the year they are published).
- Coverage dates are usually prominently placed on the title page or cover

examples: 1997 (item published in 1998)

...for the fiscal year 1995

# Identifying Characteristics

(cont'd):

## ♦ intent to continue publishing:

### Preface:

***The inaugural issue of Advances in the  
Theory of Computation and Computational  
Mathematics ... Future volumes of ATCCM ...***

## ♦ certain titles:

**Advances in ...**

**Developments in ...**

**Progress in ...**

**Trends in ...**

### e. Statement indicating intent to continue publishing

- Check title page verso, preface, introduction, colophon, etc., for this information.

Example:

The inaugural issues of Advances in the *Theory of  
Computation and Computational Mathematics*  
Future volumes of ATCCM ...

### f. Titles that imply continuing publication

-Examples:

Advances in ...

Progress in ...

Trends in ...

## Non-serials: monographs (print)

- ◆ censuses
- ◆ cartographic materials
- ◆ encyclopedias
- ◆ hearings
- ◆ five-year plans, etc.
- ◆ books issued in parts

### **Monographs**

- The following printed resources are typically not cataloged as serials:

censuses

dictionaries

encyclopedias

hearings

publications of five-year plans and other similar programs



## Non-serials: integrating resources

- Updating Web sites
- Updating databases
- Updating loose-leafs

Integrating resources are added to or changed over time by updates that do not remain discrete. In the case of a loose-leaf, the update is interfiled into the loose-leaf binder and old pages are discarded. In the case of Web sites and databases, the only evidence of the update may be a revision date. These resources are cataloged according to Chapter 12 and are considered to be continuing resources. But they are not serials because there is only one part at any one time.

# Special Types of Resources

## ◆ frequently issued editions

- ◆ Catalog as a serial only when published every year or two; otherwise treat as monograph

### **Special Types of Publications (Optional)**

Some publications may be cataloged either as monographs, serials, or integrating resources and practice has varied over time (see LCRI 1.0). Current LC and general practices are noted below.

- **Frequently issued editions (LCRI 1.0)**
  - Generally, catalog as serials publications that bear designations (e.g., dates, edition numbers, etc.) when they are issued frequently (e.g, annually or biennially)
  - Editions that appear only every three years or less frequently are usually cataloged as monographs

## Special types of resources:

### conference publications

- ◆ Catalog as serial if it fits the definition

**The 48th Annual Meeting of the National  
Athletic Trainer's Association**

#### **Conference Proceedings**

**Animal Transportation Association**

**17th International Conference**

**September 29-October 2, 1991**

- ❖ Do not catalog as a serial if there are  
distinctive titles or conference is in a  
numbered series

## 2. Conference publications (LCRI 1.0)

- These publications are typically cataloged as serials if they meet the definition of a serial (parts carry designations indicating that they are ongoing and publication has no predetermined conclusion)
- Conferences with special titles (other than theme titles) or that are included in a numbered monographic series are cataloged as monographs to provide appropriate access.

## Conference Publications (cont'd):

### – split treatment:

**500 -- #a Issues for 1993-1995 conferences cataloged separately. #5 [NUC symbol]**

**500 -- #a Beginning with the 5th conference, issues are cataloged separately. #5 [NUC symbol]**

**or,**

**590 -- #a Issues for 1993-1995 conferences cataloged separately.**

**590 -- #a Beginning with the 5th conference, issues are cataloged separately.**

- When there is a change in the main entry for a conference publication cataloged as a serial, the publication may be considered to be new and the decision whether to catalog it as a monograph or as a serial may be remade according to the above criteria. Do not recatalog the earlier issues.

- Cataloger's judgment is called for to avoid unnecessarily re-cataloging many monographs to include them in a serial set. Consider the use of notes to indicate a change in treatment decision:

500 -- #a Issues for 1993-1995 conferences cataloged separately #5 [NUC symbol]

500 -- #a Beginning with the 5<sup>th</sup> conference, issues are cataloged separately #5 [NUC symbol]

- Alternatively, a local note (e.g., OCLC or RLIN 590 field) could be used to record this information.

## Resources issued in loose-leaf format

- ◆ **Catalog as serial if:**
  - ◆ **resource is a serial whose successive issues are stored in a binder**
  - ◆ **Base volume is regularly issued (e.g., annual with updates during the year)**
- ◆ **Catalog as an integrating resource if:**
  - ◆ **Updates are interfiled and base volume is irregularly revised**

### **Loose-leaf publications (LCRI 1.0)**

- These are cataloged as serials if they meet the definition of a serial and are published in loose-leaf format just to allow issues to be stored in binders or if the base volume is issued regularly with updates in between.
- Catalog as integrating resources:
  - Loose-leaf publications updated by replacement pages
  - Loose-leaf updates, revised pages or supplements even though they bear designation suggestive of serials publications.

## Supplements

Supplements may be separately cataloged as serials when they have their own title and/or numbering

**Opportunity magazine {Vol. 1, no. 1  
(Jan. 1923)- }**

**The Annual Buyers' Guide of \$uccess  
\$ecrets {1997-}**

**Public Health Reports {Vol. 11, no. 1  
(Jan. 3, 1896)-v. 85, no. 12 (Dec. 1970)}**

**Supplement ... to the Public Health  
Reports {No. 1-no. 213}**

### **Supplements (LCRI 1.0)**

- Supplements to monographs are handled by means of a note added to the monographic cataloging record.
- Supplements to serials are typically cataloged with the main journal unless they bear their own distinctive numbering in which case they may be cataloged separately.

## Reprints of serials

♦ **Catalog as serials (12.0A) unless the reprint includes only a single issue or a collection of unrelated serials**

**serial: Black Mountain review. Reprint, with an introduction added, of a publication issued (quarterly 1954, annually 1955-1957) in Black Mountain, N.C. by the Black Mountain College and edited by Robert Creely**

**monograph: Prague spring. A collection of articles from newspapers published in Czechoslovakia during the years 1966-1968**

### Reprints of Serials (LCRI 1.0)

- Reprints of serials are cataloged as serials unless:
  - The reprint is a single issue or limited number of issues
  - The reprint is a collection of unrelated serials
- This is so that the reprint and the original will file together in the catalog, check-in files, etc.
- When in doubt, catalog a reprint as a serial.

## Monographic series

◆ Series may be cataloged as a serial or each issue of the series may be cataloged separately

### **Abraham Lincoln**

**The First American**

**By Gordon B. Baldwin**

**Historical Bulletin No. 42  
Lincoln Fellowship of Wisconsin**

### **Monographic series**

- These may be cataloged as serials or each title may be cataloged separately depending on local decisions and/or policies.
- Under the revised rules, unnumbered series are also considered to be serials, but they are rarely cataloged as such.
- For example, the title Abraham Lincoln could be cataloged and classed separately or the series could be cataloged under the series title only. Or the individual titles could be separately cataloged but classed together so they will sit together on the shelves.



## Summary

- Three criteria for serials: successive parts, numbering, no predetermined conclusion
- Certain resources require special considerations relating to access, control, etc.
- When unsure, review LCRI 1.0, search for records on databases, consider the needs of your library



## Session 2: Exercises

Give as many reasons as you can (there may be more than one per example) why the following titles should or should not be cataloged as serials.

### Example 1

Cover:

Volume 10, Number 1 | Winter 1999

## Adobe Magazine

Publishing, Design, and Digital Media

Page 3:

Adobe Magazine (ISSN 1081-4477) is published four times a year in January, April, July, and October ...

1. ISSN
2. Enumeration and chronology
3. Statement of frequency indicates continuing publication
4. The word 'magazine.'

### Example 2

First page:

## World Stock Exchange Fact Book

Cover:

## World Stock Exchange Fact Book 1997

Verso page 1:

The *World Stock Exchange Fact Book* is published annually in one volume.  
ISBN 0-9648930-1-0  
ISSN 1087-500X

1. ISSN
2. There is a coverage date on the cover, 1997.
3. There is a stated frequency.

Example 3

It is known that this title is issued every two years.

First page:     ISSN 1058-1626

## **SERVICE INDUSTRIES USA**

Third Edition

1. ISSN
2. 3<sup>rd</sup> ed. can serve as enumeration since we know it is issued frequently.

Example 4

Issue 1 title page:

**Academic Freedom**  
1990  
A Human Rights Report

Issue 2 title page:

**Academic Freedom**  
2  
A Human Rights Report

Issue 3 title page:

**Academic Freedom 3**  
Education and Human Rights

1. The numbering changes from chronological to numeric, but there is clear numbering on each issue.

## Example 5

	Issue 1	Issue 2
Cover:	<b>Tokyo Stock Exchange</b> 1990 FACT BOOK	<b>Tokyo Stock Exchange</b> 1991 FACT BOOK
Spine:	TSE 90 Fact Book	TSE 91 Fact Book

1. From the two pieces it is clear that the title is issued annually and that the dates are years of coverage.

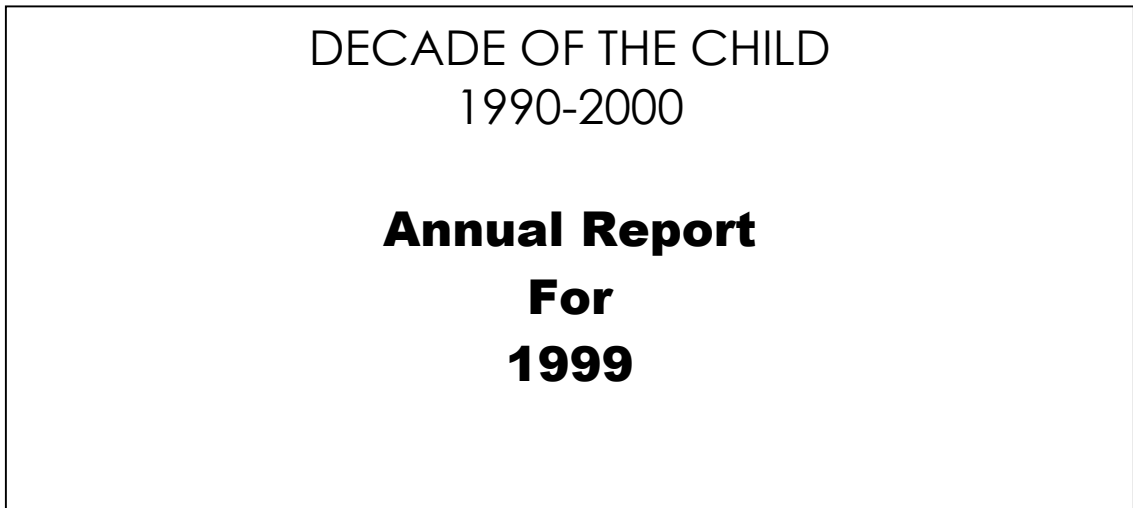
## Example 6

Page [vii]:      **The Frank C. Brown Collection of  
North Carolina  
Folklore**  
Volume One  
Games and Rhymes • Beliefs  
And Customs • Riddles •  
Proverbs • Speech •  
Tales and Legends  
  
Durham, North Carolina  
Duke University Press  
1952

Vol. t.p.:      The Frank C. Brown Collection of  
**North Carolina  
Folklore**  
IN FIVE VOLUMES  
Durham, North Carolina  
Duke University Press

This is a multi-part monograph complete in five volumes and not a serial.

Example 7



This is a publication of limited duration that has a stated frequency and numbering and can be treated as a serial according to 12.0A.

Example 8

First page: **PROCEEDINGS OF  
THE EIGHTH ANNUAL  
ACM-SIAM SYMPOSIUM  
ON DISCRETE ALGORITHMS**

Association for Computing Machinery  
New York  
Society for industrial and Applied Mathematics  
Philadelphia

Verso: Proceedings of the Eighth Annual ACM-SIAM Symposium on  
Discrete Algorithms, New Orleans, Louisiana, January 5-7, 1997  
ISBN 0-89871-390-0

This can be cataloged as a serial since it is an ongoing symposium and has terms (8<sup>th</sup>) that can serve as enumeration.

Example 9

Cover:

**BUILDING  
THE  
PUBLIC  
CITY**

The Politics, Governance,  
And Finance of  
Public Infrastructure

Edited by  
David C. Perry

Urban  
Affairs  
Annual  
Review  
43

This is a monograph appearing in the numbered series: Urban Affairs Annual Review. It could be cataloged either as a serial under the series title or as a monograph with a series tracing.





## Session 3: Original Cataloging

How are fixed fields coded for serials?

What is the chief source for a serial?

How do I determine the main entry for serials?

What title information should be included in the record?

### References

The trainers may want to review the following pages:

*CONSER Cataloging Manual*, Modules 3-7

*CONSER Editing Guide*, Section E, Fields 100-247

### Warm Up Exercises

See Appendix G for suggestions.

### Questions for the Session:

The objectives of this session are to help the participants create a record from scratch for a serial title and in the process explain the key points in cataloging serials originally. To that end, the material in the session is focused on answering these questions:

How do fixed fields work for serials?

What is the chief source for a serial?

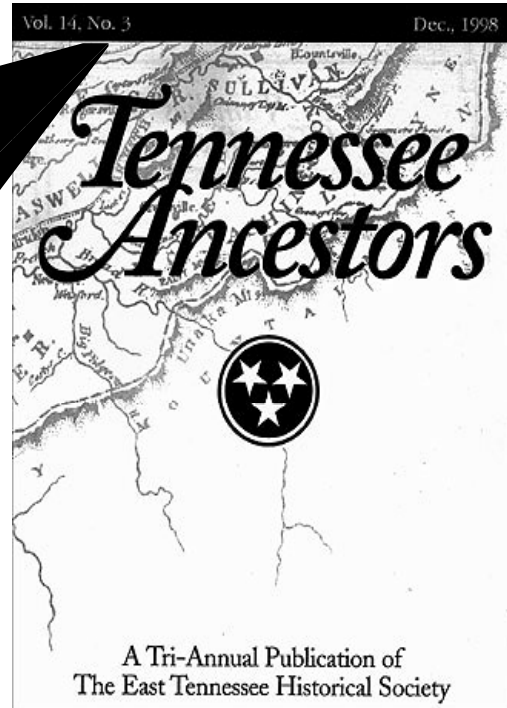
How do I determine the main entry for serials?

What title information should be included in the record?

Sample Serial:

Vol. 14, No. 3      Dec., 1998

Cover



**Sample issue**

**[Note to trainers: this slide contains animation. Designation flies in]**

The next three slides show three pages found in an issue of *Tennessee Ancestors* which give different presentations of the title information.

We will examine these pages to determine which is the chief source of title information.

## Sample Serial (cont'd):

DECEMBER 1998 VOL. 14, NO. 3

Table of Contents  
Page 201 (first page)

<i>Tennessee Ancestors</i>	
<i>A Publication of the East Tennessee Historical Society</i>	
DECEMBER 1998	VOL. 14, NO. 3
Editor's Notes	
An Early Description of Tennessee	
17	Property Owners: Kingston Pike and Sequoyah Hills, Knoxville, Tennessee D. Morton Rose
218	Rutledge Letters From the Civil War Have Much to Tell Richard R. Lewis
221	The Robertsons of Tennessee: Myth and Reality Tom Robertson
246	Two Early Sullivan County Petitions Submitted by Steve Cotham
248	Some Blountville Reminiscences Submitted by Steve Cotham
252	The Fish Trap at Mascot W. David Beal
254	First Families of Tennessee: Update #15
270	Tennessee Family and Bible Records Williams Family Bible Wright Family Records Wallace Family Bible Yearout Family Bible Cameron Family Record Walker Family Bible Hazelwood Family Bible
283	Book Reviews Barbara Cook
286	Queries Edited by Harriet Jordan
288	Annual Surname Index

[Note to trainers: this slide contains animation.]

First page (p. 201) is a table of contents for December 1998, Vol. 14, No. 3. This page contains a masthead title.

Sample Serial  
(cont'd):

East Tennessee Historical Society  
P.O.Box 1629, Knoxville, TN

Tennessee Ancestors (ISSN 0882-0635)  
is published triannually by the East  
Tennessee Historical Society ...

Verso of Table of Contents  
Page ( P. 202)

EAST TENNESSEE HISTORICAL SOCIETY	
P.O. Box 1629, Knoxville, TN 37901-1629	
e-mail: eths@east-tennessee-history.org	
www.east-tennessee-history.org	
MEMBERS	
Upper East Tennessee	
Knoxville Area	
Lower East Tennessee	
BOARD OF DIRECTORS	
Edward S. Alben, Jr.	Barbara V. Arant
Richard B. Armstrong	Paul H. Brimmon
Sandra K. Bishop	Jefferson Chapman
Bill L. Cobble	Steve Dean
Clayton Farris	Neal P. Ford
Mrs. Winfield Berry Hale II	Natalie L. Harlan
Sherril P. Lee	Garnett Potenger
Malcolm Rogers	Jon E. Spricer
Ann Marie Tugwell	Libba Wall
Raleigh Wynn	David J. Harkins, ex officio director
Gordon G. Nelson, ex officio director	
STAFF	
Executive Director	Public Relations Coordinator
Associate Director	Office Staff
Administrative Assistant	Managing Editor, Journal of East Tennessee History
Curator of Collections & Exhibits	Editor, Tennessee Ancestors
Editorial & Volunteer Coordinator	
Attention to and correspondence concerning this publication should be directed to Mr. Rendi	
Editor, TENNESSEE ANCESTORS, East Tennessee Historical Society, P.O. Box 1629,	
Knoxville, TN 37901-1629	
TENNESSEE ANCESTORS (ISSN 0882-0635) is published triannually by the East Tennessee Historical Society and is	
distributed to members of the Society. Postage paid at Knoxville, TN. Postmaster: Send address changes to TENNESSEE	
ANCESTORS, P.O. Box 1629, Knoxville, TN 37901-1629. Report of non-delivery of TENNESSEE ANCESTORS should be	
made within three months after the date of the issue if the magazine is to be replaced free of charge.	
-002-	

[Note to trainers: this slide contains animation]

Verso of page 201 is an editorial page.

At bottom: Tennessee Ancestors (ISSN 0882-0635) is published triannually by the East Tennessee Historical Society and is distributed to members of the Society.

## Fixed Field Differences from Monographs:

- Publication status = currently published, dead, or unknown.
- Beginning/ending dates = base this on the 362 dates; when combined dates, use the last (e.g., 1993/1994)
- Frequency = how often the serial is published
- Regularity = is the frequency regular or not

### Choosing the Format and Fixed Field Differences From Monographs

- The title in hand is a print periodical so the Bibliographic Level would be coded as “s” (serial) and the serial fixed fields would be used.

- The main differences between the serial fixed fields and the monographic version are the following pieces of coded information. Appendix H gives common values for these fields. Full instructions and values are found in the MARC21 manual.

Publication status	code to indicate whether the title is currently published, dead or unknown
Beginning/ending dates	input the year(s) from 362; for multiple dates use the latest (e.g., 1998/1999) code to indicate how often the serial is published
Frequency	code to indicate how often the serial is published
Regularity	code to indicate if the frequency is regular or not

## Fixed Field Differences (cont'd):

- ISSN = NSDP or ISSN Canada use only
- Type of continuing resource = monographic series, newspaper, periodical, or none of the above.
- Entry convention = all current records are coded as "0" (successive entry)

**Note to trainers:** Explain to class that names of some of the fixed field bytes have been changed to reflect the expansion of the serials format to cover all continuing resources. Depending on when you are giving the class, the new names may or may not have appeared in the OCLC, RLIN, or local ILS fixed field displays. The new names are given in the slides.

ISSN	NSDP or ISSN Canada use only
Type of continuing resource	code to indicate if the serial is a monographic series, a newspaper, a periodical, or none of the above {Note: this is the new name: Type of serial is the old name}
Entry convention	all current records are coded as "0" (successive entry) {Note: this is the new name; Successive/latest entry (S/L ent. In OCLC) is the former name}

## Sample Record Fixed Field Coding:

- **Publication status**                      **c (current)**
- **Beginning/ending dates**              **19uu,9999**
- **Frequency**                                **t (issued three times a year**
- **Regularity**                                **r (regular)**
- **Type of cont. resource**                **p (a periodical)**
- **Entry convention**                        **0 (successive entry)**

In the case of **Tennessee Ancestors**, these would be coded as (from above)

## Basis of the Description (AACR2 12.0B1/LCRI): Which Issue?

- Select the first (i.e., lowest numeric or earliest chronological designation)
  - 360 0- #a Vol. 1, no. 1 (May 2002)-
- Or the earliest available
- Note the issue the serial is based on and the latest issue consulted, when appropriate
  - 500 -- #a Description based on: Vol. 14, no. 3 (Dec. 1998).
  - 500 -- #a Latest issue consulted: Vol. 16, no. 1 (Mar. 2000).

### **-Sources of information and AACR2 rules**

-Selecting sources of information for serials is a two-step. The first step is deciding which issue will be used (12.0B1). The second is deciding which source on that issue will be the chief source (12.0B2). After that, use 12.0B3 to determine whether information taken from sources other than the chief source needs to be bracketed.

### **- Basis of the description: Which issue? (AACR2 12.0B1)**

-Select the earliest issue in hand, i.e., the one with the lowest numeric or earliest chronological designation – note that the chronological designation is not the imprint date (AACR2 12.0B1, LCRI 12.0B1)

- If the lowest or earliest designated issue in hand is not the first, then use it as the basis for your description and add a 500 “Description based on” note.

If there is more than one issue available at the time of initial cataloging, or if you are later changing the record, also make a separate “Latest issue consulted” note. (Note: CONSER formerly gave this note in field 936.)



## Chief Source (AACR2 12.0B2): What Source Within the Issue?

- title page
- title page substitutes (preferred order):
  - analytical title page (for series)
  - cover
  - caption
  - masthead
  - editorial pages
  - colophon
  - other pages
- note when chief source is not the title page:  
500 -- #a Title from cover.

### **Chief Source of Information: Which source within the issue?**

-AACR2 prescribes that the title be taken from the title page as the chief source of information (AACR2 12.0B1). Note that many periodicals and serials lack title pages altogether. A true title page does not contain text, tables of contents, editorial matter, etc. If no source in a publication fits this definition, choose a title page substitute in the following order of preference and add a 500 field note which specifies the source of cataloging data:

Selection of a chief source of title information according to AACR2 rules provides for a fixed point of reference during the lifetime of a serial which can be specified, predicted and understood by any cataloger using the record. It allows for recognition of a title change in the future

Trainers: most of the definitions for the sources are in the glossary in the appendices.

## Main Entry (AACR2 21.1B2):

### ◆ Decision process:

- Does it fit one of the categories in AACR2 21.1B2?
- If not, what is the title?
- Is the title unique or does it need a uniform title?

### **Determining Main Entry**

The main entry is the primary access point under which the serial will be cited. The main entry is used for single entry citations, such as in check-in files, or union lists. For serials, the choice of main entry is important in that changes in the main entry may require a new record.

- Main entry for serials is almost always either title main entry or corporate body main entry. A serial will rarely be entered under a personal name.

### **The Decision Process:**

- Does it fit in AACR2 21.1B2 category of administrative report?
- If not, what is the title?
- Is the title unique or does it need a uniform title?

**[Note: the next slide contains information on 21.2B]**

## 21.2B2: Categories most often used for serials

- A. Works of an administrative nature
  - (e.g., annual reports, directories, etc.)
- C. Works that reflect the collective thought of a body
  - (e.g. reports of commissions, etc.)
- D. Collective activity of a body (e.g., conference proceedings)

There are five categories given under rule 21.2B2.

Note that it is the nature of the contents and not the nature of the title that determines the main entry.

Category a is the one that most often applies as it includes most annual reports, financial reports, directories, etc. of a body.

Category c includes reports of commissions that are frequently serials, particularly reports that are mandated by a government.

Category d covers conference proceedings and the reports of annual meetings.

Other categories:

Category b applies to legal, religious and governmental works. Many legal publications are serials, so this category will often be applied if one is working with legal materials.

Category e covers the works of performing groups and is rarely applicable.

## Main Entry (cont'd):

- entry under corporate body:

**110 2- #a International Centre for Settlement of  
Investment Disputes.**

**245 10 #a Annual report / #c ICSID.**

- entry under title (most common):

**245 00 #a Look Japan.**

**245 00 #a Adobe magazine.**

### **Entry under corporate author:**

Rule 21.1B2 categories most likely to apply to serials:

Category a includes those of an administrative nature dealing with the body itself, its policies, procedures, finances, operations (e.g., annual reports). This is the most commonly applied category for serials.

Category b deals with legal works, many of which are serials.

Category c includes works that record the collective thought of the body (e.g., reports of commissions or committees)

Category d covers conference proceedings, which are often serials.

### **Entry under title:**

Entry under title is the most typical choice.

## Main Entry (cont'd):

- ◆ entry under uniform title: (LCRI 25.5B)

**130 0- #a Network (Bristol, England)**

**130 0- #a Network (Friends of Canadian Broadcasting)**

**130 0- #a Network (Garden City, N.Y.)**

- ◆ entry under personal author (rare):

**100 10 #a Gresham, Don.**

**245 14 #a The country music newsletter.**

### Entry under uniform title:

-Entry under uniform title is typical when two different serials are both entered under title and the titles are identical. The place of publication is usually added as a qualifier to distinguish the two serials, but a corporate body, frequency or physical format can also be used.

-This form of uniform title is governed by LCRI 25.5B and is used to distinguish different serials from one another. This is different from uniform titles that are meant to bring together different versions of a work, such as musical recordings, versions of the Bible, or translations.

- See LCRI 25.5B and *CONSER Cataloging Manual*, Module 5, for further cases in which uniform titles are assigned to serial records.

### Entry under personal author:

- Personal authorship is extremely rare for serials and is used only when the publication is so closely identified with one person that it is doubtful it would continue without them

- In the example of **Tennessee Ancestors**, there is no other publication with this title so no uniform title is needed. The articles in the table of contents make it clear that this publication is not about the East Tennessee Historical Society but rather the history and genealogy of Tennessee families so entry is under title.

## Title Proper (AACR2 12.1B; 245 #a, #n, #p):

- Title proper includes subfields #a (title), #n (numbering of section), and #p (name of section)
- Importance of the title proper:
  - used to determine major changes
  - used in links
  - determines need for uniform title
- examples:
  - 245 00 #a OAH newsletter.**
  - 245 04 #a The bookman. #n Part B.**
  - 245 00 #a Journal of physics. #n E, #p Scientific instruments.**
  - 245 00 #a Country profile. #p China, Mongolia.**

### Transcribing the Title Proper (AACR2 12.1B)

- The title proper is transcribed from the chief source (see AACR2 12.1 and LCRIs).
- The title proper may include subfields #a, #n and #p when present.
- The choice of title proper is more important for serials than it is for monographs, because a change in the title proper may require a new record. The title proper is also used in links to other records and is used to determine whether a uniform title is needed when entry is not under corporate body or personal name.

## Title Proper (cont'd):

- ◆ omit variable data: (AACR2 12.1B7)

On piece:

In record:

**5th Annual Report = Annual report**

**The 1994 Directory = The ... Directory**

**In our example:**

**245 00 #a Tennessee ancestors.**

**500 -- #a Description based on: Vol. 14, no.  
3 (Dec. 1998); title from cover.**

-Serial titles may contain variable data, such as the numbering that will only apply to that issue. Because the serial record must represent the entire serial, variable data is omitted from the title. Other data, such as prices or names of officials may also be omitted when they are likely to change on future issues.

-The punctuation and capitalization may be changed as necessary, according to Appendix A in AACR2. For example (see above)

-- If the typography or layout of the words in the chief source causes doubt about what the publisher intends the title to be, consult other presentations of the title in the piece, such as the masthead or editorial page. (AACR2 12.1B3 and LCRI 12.1B3)

- In our example, the title would be transcribed as:

**245 00 #a Tennessee ancestors**

- If the chief source is a title page substitute, add a note describing from where it is taken. Combine such a note with the "Description based on" note, if any.

# Title transcription challenges

**How would you transcribe these titles?**

MIT's

**Technology Report**

Government of canada

**Publications**

du gouvernement du canada

ARL

**Newsletter**

Trainer's: Use these examples to explain that publishers often pose challenges for the serials cataloger in determining how to transcribe the title. Explain that they often must look elsewhere in the piece to determine whether or not to transcribe the name of a corporate body in the title (rule 12.1B3) and the difference between names that are grammatically linked (as in the MIT example) or not.

The Canadian example is one in which the word is meant to be read twice and thus is repeated according to 1.1B5.

You may substitute other examples if you like.



## Other Title Information (AACR2 12.1E):

- include if it is an initialism, or contains a statement of responsibility, or when title proper is just the name of the corporate body

on piece: ER Economic Reform

in record: 245 00 #a Economic reform : #b ER

245 00 #a Tennessee ancestors : #b a tri-annual

**publication of the East Tennessee Historical Society.**

### Other title information (AACR2 12.1E)

- Generally, other title information is not included in serial records unless it is an initialism or contains a statement of responsibility (AACR2, 1.1E6) or it is given to explain the title proper (LCRI 12.1E1).

-If both the full form of the title proper and an initialism appear on the chief source, give the full form as the title proper and add the initialism in subfield b of the 245 field.

-In our example, the title information found at the bottom of the cover does contain a statement of responsibility so it would be transcribed (as above).

## Other title information (cont.)

**In other cases it can be given as a quoted note, included in 245, or omitted.**

- 245 00 #a Focus : #b a journal of legal studies.  
or
- 245 00 #a Camera obscura.  
500 -- #a “A journal of feminism and film history.”

Subtitles are usually omitted because they change frequently. However, they can be given when the title proper is very general. Under the revised rule in AACR2, catalogers have a choice of giving such information as other title information, giving it in a note, or omitting it from the record.

There is no preferred way to handle other title information. It should be determined by your OPAC displays and the value that you think the other title information will bring to the record.

## Statements of Responsibility (AACR2 12.1F):

- For serials, a statement of responsibility is generally a prominently placed corporate body appearing on the chief source in conjunction with the title
  - example:  
245 00 #a News and events / #c Art Institute of Chicago.
- Do not give editors as statements of responsibility

### **Statements of Responsibility (AACR2, 12.1F)**

-Generally, only prominently placed corporate bodies appearing on the chief source are recorded as statements of responsibility in serial records. This is because they are more subject to change over time. For example (as above)

Editors are not given as statements of responsibility. If they are considered important for access, they may be given in a note and added entries may be made.

## **Variant titles: field 246 (AACR2 12.7B4):**

❖ additional title access:

**245 00 #a Freeport daily journal.**

**246 1- #i Alternate issues published with  
title: #a Chicago daily telegraph**

**245 04 #a The miner & workman's advocate.**

**246 3- #a Miner and workman's advocate**

**245 00 #a Japan report = #b Nihon.**

**246 31 #a Nihon**

### **Variant Titles (AACR2, 12.7B4)**

- Title added entries are generally made for other titles that the publication might bear (cover title, fluctuating titles, parallel titles, running titles, etc.) or for portions of titles (dependent titles) or for variations of titles (initialisms, titles with ampersands, etc.) when these might reasonably be taken by a user as the true title. Variant titles also include minor title changes.

Appendix H in your manuals contains the list of indicator values for field 246. The first indicator value determines whether or not an added entry and/or note will be generated from this field. The second governs the display wording for the note, such as "Cover title" or "spine title". When the terms included in MARC are not sufficient, subfield \$i may be used to supply your own wording.

## Variant titles (cont'd):

**245 00 #a Children's health care.**  
**246 17 #a JACCH**

**245 00 #a Daily report. #p Western Europe.**  
**246 30 #a Western Europe**

◆ titles that do not appear on any pieces

**246 1- #i Popularly known as: #a TennAn**

- Title added entries may also be made for works commonly known by titles that do not appear on any pieces (LCRI 12.7B4).

- If our example were popularly known as **Tenn An**, for example, a 246 field note could be added to the record.

## Sample Record:

**Type: a Elvl: Sree: Gpub: Ctrl: Lang: eng**  
**Blvl:s Form: Conf: 0 Freq: t Mrec: Ctry:**  
**S/L: 0 Orig: EntW: Regl: r ISSN: Alph:**  
**Desc: a SrTp: p Cont: DtSt: c Dates: 19uu,9999**

**245 00 #a Tennessee ancestors : #b a tri-annual publication of the  
East Tennessee Historical Society.**

**500 -- #a Description based on: Vol. 14, no. 3 (Dec. 1998); title  
from cover.**

Thus far, our sample record would look like this.

# Summary

- Base the description on the chief source of the first or earliest available issue in hand
- The chief source is the title page or its substitute (cover, caption, etc.)
- Most serials are entered under title.
- Uniform titles are used to distinguish different serials with the same title.
- Record the title proper as it appears on the chief source, except for capitalization, punctuation and omissions
- Record other title information when called for or when considered useful





### **Session 3: Exercises**

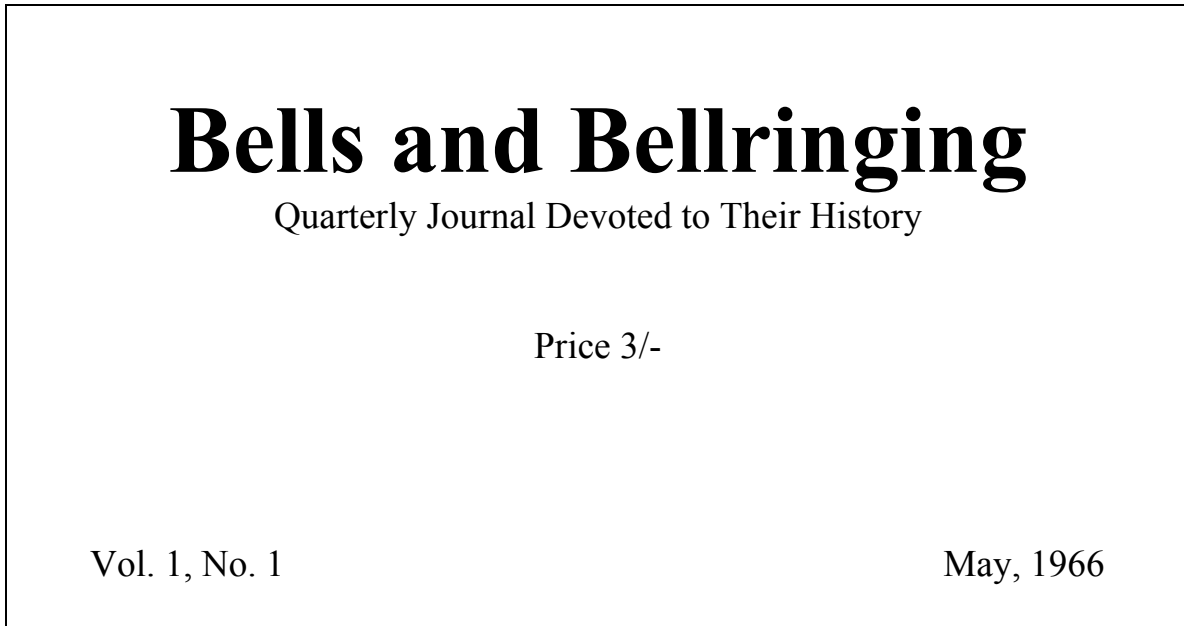
Use the workforms provided in Appendix D to record the cataloging data from the information provided in the following pages.

1. Select the chief source;
2. transcribe and tag the title proper;
3. select and tag a main entry, if any;
4. make any title added entries thought useful;
5. and, indicate any other title related notes thought appropriate (i.e., source of title, DBO, latest issue consulted)

Trainers: Examples 1-3 are easy. Example 4 is more difficult.

Example 1

Cover:



Page [1]:

Editor & Publisher: John Hilton

Editorial & Publishing Office: 19, Lonewood Way, Hadlow, Tonbridge, Kent

Chief Source: cover

Type: a	ELvl:	Srce: d	GPub:	Ctrl:	Lang:
BLvl: s	Form:	Conf:	Freq:	MRec:	Ctry:
S/L: 0	Orig:	EntW:	Regl:	ISSN:	Alph:
Desc: a	SrTp:	Cont:	DtSt:	Dates: ,	

**245 00 #a Bells and bellringing.**

**500 -- #a Title from cover.**

## Example 2

Top of page [1]:

<b>Illinois</b>	<b>STATE GENEALOGICAL SOCIETY</b>
<b>P.O. Box 10195, Springfield, Illinois 62791-0195</b>	
<b>Newsletter</b>	
Volume 20, Number 1	January/February 1999

Top of pages 2-8: **ISGS, Vol. 20:1**

Page 8: ISGS, P.O. Box 10195, Springfield, IL, 62791-0195

Newsletter: Published Bi-monthly

Chief source: caption at the top of page [1]

Type: a	ELvl:	Srce: d	GPub:	Ctrl:	Lang:
BLvl: s	Form:	Conf:	Freq:	MRec:	Ctry:
S/L: 0	Orig:	EntW:	Regl:	ISSN:	Alph:
Desc: a	SrTp:	Cont:	DtSt:	Dates:	,

**110 2- #a Illinois State Genealogical Society.****245 10 #a Newsletter / #c Illinois State Genealogical Society.****246 17 #a ISGS****500 -- #a Description based on: Vol. 20, no. 1 (Jan./Feb. 1999); title from caption.**

Suggestion to trainers: talk through how to decide whether it is corporate body main entry. Publication contains financial statements, meeting schedule and is about the organization.

Example 3

Cover:

**THE ART INSTITUTE OF CHICAGO ANNUAL REPORT 1981-82**

Page [2] of cover:

Copyright 1982 by The Art Institute of Chicago.

**THE ART INSTITUTE OF CHICAGO ANNUAL REPORT 2001-02**

Chief source: cover

Type: a	ELvl:	Srce: d	GPub:	Ctrl:	Lang:
BLvl: s	Form:	Conf:	Freq:	MRec:	Ctry:
S/L: 0	Orig:	EntW:	Regl:	ISSN:	Alph:
Desc: a	SrTp:	Cont:	DtSt:	Dates: ,	

**110 2- #a Art Institute of Chicago.**

**245 14 #a The Art Institute of Chicago annual report.**

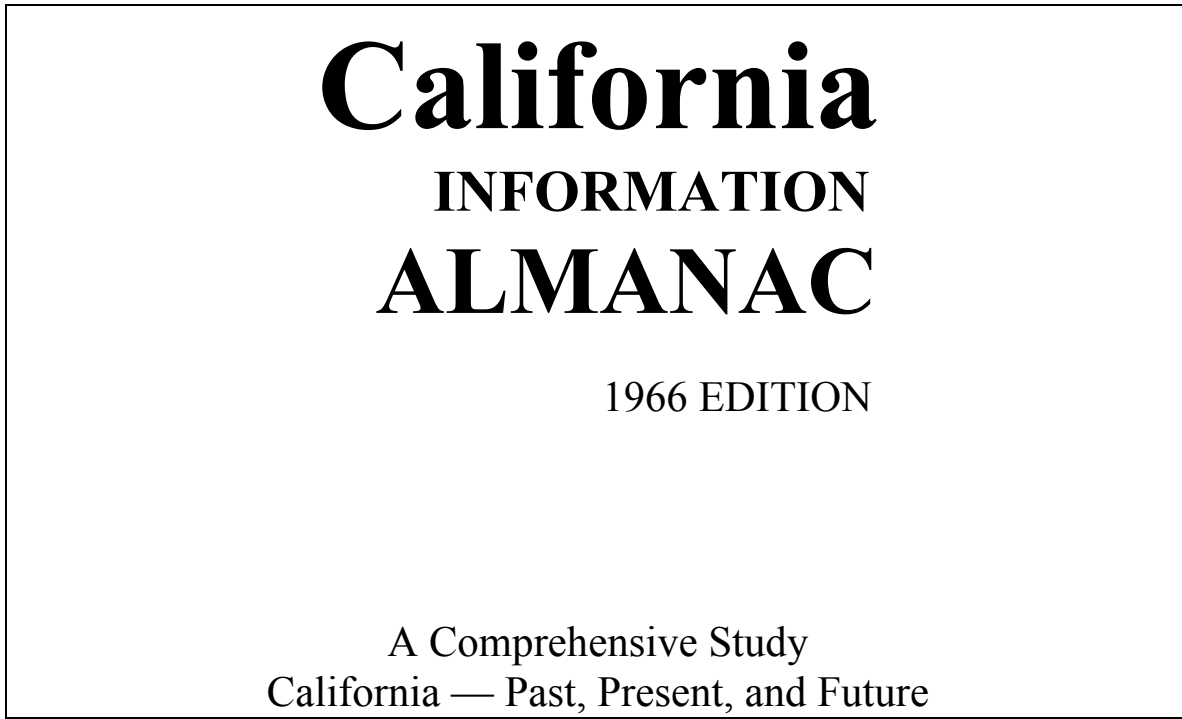
**500 -- #a Description based on: 1981/82; title from cover.**

**500 -- #a Latest issue consulted: 2001/02.**

**{Trainers: note that the form of the designation has not yet been discussed and that the hyphen has been changed to a slash in this example}**

Example 4

Cover of first issue in hand:



Page II:

c. 1965 by California Almanac Company P.O. Box 400, Lakewood, California

Previous editions copyright 1947, 1952, 1955, 1958, 1960, 1963, 1964

Chief Source: cover of 1966 edition

Type: a	ELvl:	Srce: d	GPub:	Ctrl:	Lang:
BLvl: s	Form:	Conf:	Freq:	MRec:	Ctry:
S/L: 0	Orig:	EntW:	Regl:	ISSN:	Alph:
Desc: a	SrTp:	Cont:	DtSt:	Dates:	,

**245 00 #a California information almanac.**

**500 -- #a Description based on: 1966 ed.; title from cover.**



## Session 4: Original Cataloging: What Next?

- ❖ How are the remaining descriptive elements handled in serials cataloging?
- ❖ What kinds of notes are appropriate in serial records?
- ❖ What access points should also be included?

### References

The trainer may want to consult the following documents for this session:

*CONSER Cataloging Manual*, Modules 8-13

*CONSER Editing Guide*, Section E, Fields 300-740

### Warm Up Exercises

See Appendix G for suggestions.

### Questions for the Session

How are the remaining descriptive elements handled in serials cataloging?

What kinds of notes are appropriate in serial records?

What access points should also be included?

## Editions (AACR2 12.2B1/12.2B2):

• audience:	→	• content:	↓
250 -- #a Northwest ed.		1st. ed.	
250 -- #a Southern ed.		2nd ed.	
		3rd. ed.	
		<b>362 0- #a 1st. ed.-</b>	
250 -- #a Reference ed.		1990 ed.	
250 -- #a Personal ed.		1991 ed.	
		1992 ed.	
250 -- #a Spanish ed.		<b>362 0- #a 1990 ed.-</b>	
250 -- #a English ed.			

### Edition Statement (AACR2 12.2B1/12.2B2)

- Edition statements for serials differ from monographs in that the statement must apply to every issue of the serial and usually reflect the audiences for that serial. There are often other editions published simultaneously (AACR2 12.2B1). For example:

**250 -- #a Northwest ed.**

**250 -- #a Southern ed.**

**250 -- #a Reference ed.**

**250 -- #a Personal ed.**

**250 -- #a Spanish ed.**

**250 -- #a English ed.**

- Note that the word “edition” can be associated with the numbering and reflect changes to the content (AACR2 12.2B2). For example, an annual directory may be issued as the 1997 ed., 1998 ed., etc.

**362 0- #a 1<sup>st</sup> ed.-**

**362 0- #a 1990 ed.-**



## Imprint (AACR2 12.4):

- ◆ Record place and name of publisher according to rules in chapter 1
- ◆ change in place of publication:  
**Country of publication: nyu**  
**260 -- #a Chicago, Ill.**  
**500 -- #a Published : New York, 1996-**
- ◆ if first and/or last piece in hand, subfield c is used:  
**260 -- #a Knoxville, TN : #b East Tennessee Historical Society, #c 1985-**

### Imprint (AACR2 12.4)

-The 260 field is used in the same way as for monographs when recording place of publication (subfield a) and publisher (subfield b).

-Note that the rule (former 1.4D4) that allowed for abbreviating the name of the publisher when given in full in the statement of responsibility has been dropped from AACR2. This is because current catalogs allow searching on the publisher statement.

- If the record is updated at a later time because the place of publication has changed, this is recorded in a 500 note and the place of publication code in the fixed field should be updated. Because AACR2 cataloging is based on the earliest issue, the country code in the fixed field may not necessarily reflect the place found in field 260 subfield a. For example,

- The dates of publication are only input if the first and/or last piece(s) of the title are in hand – if neither are in hand, the subfield c is left blank (AACR2 12.4F1, 12.4F2). No ending comma is included (a change).

,

## Imprint (cont'd):

♦ in the case of our example, the 260 field would appear as follows:

**260 -- #a Knoxville, TN : #b East  
Tennessee Historical Society**

In the case of our example, the 260 field would appear as:

## **Frequency Note (AACR2 12.7B1):**

**310 -- #a Annual**

**310 -- #a Quarterly**

our example:

**310 -- #a Three no. a year**

### **Frequency Note (AACR2 12.7B1)**

- An eye-readable note can be given for the current frequency according to (Optional under CONSER core standard, LC gives routinely)
- This is done even though the same data already exists in coded form in the 008 fixed field.
- In our example, the 310 would appear as follows:

## Numbering (AACR2 12.3):

◆ first and/or last issue in hand:

**362 0- #a Vol. 1, no. 1-**

**362 0- #a Spring 1998-**

**362 0- #a -v. 8, no. 3 (Mar. 1998).**

◆ first and/or last issue not in hand but information known:

**362 1- #a Began in 1990.**

**500 -- #a Description based on: 1995.**

**362 1- #a Began with vol. 1 in 1990.**

**500 -- #a Description based on: Vol. 7, published in 1997.**

**362 1- #a Ceased in 1989.**

### Numbering (AACR2 12.3)

- The 362 field contains information about the first and/or last issue of a serial.

-This information may be numeric, chronological or both.

-If the first issue and/or last issue is in hand when the serial is cataloged, a “formatted” 362 field is used – the first indicator is set to “0”. For example (see above)

-If the first or last issue is not in hand, but it is known from another source when the serial began or ceased, an “unformatted” 362 field is used – the first indicator is set to “1”. If an unformatted 362 is used, add a 500 field “Description based on” field. For example (see above)

## Designations (cont'd):

- ◆ both numbering and chronology present:

on piece: No. 1 January 1997  
362 0- #a No. 1 (Jan. 1997)-

on piece: Volume 8 1995  
362 0- #a Vol. 8 (1995)-

On piece: No. 1 1999-2000  
362 0- #a No. 1 (1999/2000)-

- ◆ our example:

**500 -- #a Description based on: Vol. 14, no. 3 (Dec. 1998); title from cover.**

-When both a numeric and a chronological designation are present, give the chronological designation in parentheses following the numeric designation (AACR2 12.3C4). (Trainers: Note the change from a hyphen to a slash and explain why we do this.)

-In our example, we do not know when the serial began so a “Description based on” note would be added to the record as we saw in Session three. If, however, we knew from another source (e.g., a publisher’s statement) that it began with volume one, number one in April of 1985, we might add an unformatted 362 field. (Example above)

-However, we would only do this when we have evidence that the title has not changed. If the serial began some time ago, do not guess at the beginning date. Since the current issue in hand is vol. 14, it is best not to assume that v.1 had the same title.

# Recording the numbering

Record as it appears, except:

Change Roman numerals to Arabic

On piece: Vol. XVI, number 1

362 0- #a Vol. 16, no. 1-

Convert words to numbers

On piece: One 1999

362 0- #a 1 (1999)-

Change punctuation when it makes more sense

On piece: 1990-1991 (earliest); 1999-2000 (last)

362 0- #a 1990/1991-1999/2000.

The numbering is usually transcribed as found; however, there are some cases where the cataloger should or may change the form.

Roman numerals and spelled out numbers are two cases where the numbering is always changed.

The ability to change the punctuation is up to the cataloger and is new with the revision of AACR2. It will most often be changed with dates. CONSER catalogers will always change a hyphen to a slash, regardless of whether the dates represent a fiscal year or a biennial publication spanning two years.

## Series (AACR2 12.6):

on piece: REA Bulletin 344-2

in record:

**440 -0 #a REA bulletin**

on all pieces: NASCAD Research Bulletin No. 2

in record:

**440 -0 #a NASCAD research bulletin ; #v no. 2**

### Series (AACR2 12.6)

- Series statements are handled in serial records in the same way as in monographic records with one exception: recording series numbering.

-Since the serial record represents the entire run of the serial, and the series numbering is likely to change with each issue, normally omit series numbering (AACR2 12.6B1).

-- The numbering may be given when all or part of the number remains constant with every issue, or when the serial consists of only one issue or a limited span of issues with consecutive numbers (LCRI 12.6B1).

-- See the *CONSER Cataloging Manual*, Module 12; LCRI 1.6 and DCM C11 for more complete guidelines on how to determine what is or is not a series.

## **Notes (AACR2 12.7):**

- ◆ provide further information not found in the description of changes that occur
- ◆ avoid too much detail
- ◆ give in numeric tag order (except 533)
- ◆ use dates when note doesn't apply to all issues

**500 -- #a Publisher varies: 1998-Blackwell.**

**550 -- #a Vols. for <1995-> issued by ...**

### **Notes (AACR2 12.7)**

- Notes for serials play an important role in conveying further information regarding the serial since the original description is based on the first issue in hand, but changes can and do occur in subsequent issues.
- Notes should be useful. For example, if the body of the entry is in German and the text is only in German, a 546 language note would not add useful information.
- Use dates to indicate span of issues covered by the note and use angle brackets when exact dates are not known. [Trainers: when discussing the example above explain use of angle brackets.]
- 5xx notes are input in numeric tag order according to CONSER practice. This is done because there are many fields that produce notes, not just the 5xx (e.g., 246, 362, 7xx linking fields). Exceptions to this are 533 and 539, which are usually given as the last 5XX fields.



## Required Notes:

- ◆ source of title note (AACR2 12.7B3):
  - 500 -- #a Title from caption.**
  - 500-- #a Title from cover.**
- ◆ "Description based on" notes (AACR2 12.7B23):
  - 500 -- #a Description based on: Vol. 19, no. 2 (Feb. 1978).**
- ◆ these notes can be combined:
  - 500 -- #a Description based on: 1990; title from cover.**

### Required Notes

#### a. Source of Title (AACR2 12.7B)

- If the title is taken from any source other than a true title page, a "source of title" note is made. For example,
- If the first issue is not in hand, the designation for the earliest available issue is given in field 500 in a "Description based on" note. For example,
- If you need both a source of title and a "Description based on" note, the two are combined into a single note. For example,
- Our example would be:

## Other Notes (AACR2 12.7):

### ◆ other 500 notes:

500 -- #a Latest issue consulted: 2001.

**500 -- #a Some issues also have a distinctive theme title.**

**500 -- #a Published: New York, N.Y.,  
July 1989-**

## 2. Other Typical Notes for Serials (Optional)

### a. Other 500 field notes (AACR2 12.7)

- Notes relating to editors, the edition statement, distinctive titles the publishing statement, or the latest issue consulted.

- Typically, notes about editors are made only when the same editor has been associated with a publication for a significant period of time or is deemed historically important for other reasons.

- Notes for publishers, places, or dates of publication are tagged 500. Notes relating to issuing bodies that are traced are tagged 550.

## Other Notes (cont'd):

### ◆ numbering peculiarities (515):

**362 0- #a No. 1-**

**515 -- #a No. 32-36 omitted.**

**362 0- #a 1950-**

**515 -- #a Vols. for 1960- also called 11th annual report-**

**362 0- #a Vol. 1, no. 1 (spring 1995)-**

**515 -- #a Some vols. lack numbering.**

**362 0- #a 95/1-**

**515 -- #a Numbering begins over each year from 1.**

### **b. Numbering peculiarities (AACR2 12.7B8)**

- The 515 note allows the cataloger to note designation peculiarities that are not or can not be accounted for in the 362 field.
- Examples of this are volume and/or issue numbering that is dropped; chronological designations that are added; numbers that are skipped; numbering that begins over from 1 each year, etc.

## Other Notes (cont'd):

### ◆ supplements (525):

**525 -- #a Has supplements.**

**245 00 #a Outlook and situation report. #p Oil crops.**

**525 -- #a Supplemented by an annual yearbook with title: Outlook and situation yearbook. Oil crops.**

**740 02 #a Outlook and situation yearbook. #p Oil crops.**

### c. Supplements (AACR2 12.7Bj / LCRI)

- If a supplement to a serial does not carry numbering other than that of the main serial, it is typically mentioned as a 525 note on the record for the main title.
- If a supplement has its own title this may also be mentioned in the 525 note and a 740 title added entry may also be made..
- If the supplement has its own numbering system, it may be cataloged separately on its own record and a 772 link made to the parent record.

## Other Notes (cont'd):

### ♦ issuing bodies note (550):

**245 00 #a Ecotoxicology and environmental safety.**

**260 -- #a San Diego : #b Academic Press**

**550 -- #a Published under the auspices of the  
International Academy of Science.**

**710 2- #a International Academy of Science.**

**245 00 #a Cornish studies.**

**260 -- #a Exeter, Devon : #b University of Exeter  
Press**

**550 -- #a Issued by: Institute of Cornish Studies.**

**710 2- #a Institute of Cornish Studies.**

### **d. Issuing bodies notes (AACR2 12.7B6)**

- In general, a 550 issuing bodies note is used to cite a corporate body that is not already mentioned in the body of the entry for which an added entry is desired.
- Included are earlier or later issuing bodies, changes in the name of the issuing body, or a note that a serial is the official organ of an organization when the organization is not mentioned on the chief source.

## Sample Record:

Type: a   Elvl:   Srce:   Gpub:   Ctrl:   Lang: eng  
Blvl: s   Form:   Conf: 0   Freq: t   Mrec:   Ctry: tnu  
S/L: 0   Orig:   EntW:   Regl: r   ISSN:   Alph:  
Desc: a   SrTp: p   Cont:   DtSt: c   Dates: 19uu,9999

**245 00 #a Tennessee ancestors : #b a tri-annual publication of the East Tennessee Historical Society.**

**260 -- #a Knoxville, TN : #b East Tennessee Historical Society**

**300 -- #a v. ; #c 29 cm.**

**310 -- #a Three no. a year**

**500 -- #a Description based on: Vol. 14, no. 3 (Dec. 1998); title from cover.**

**710 2- #a East Tennessee Historical Society.**

Our sample record would like this now.

# Summary

- Be careful with “editions”
- Record dates in 260 only when first/last piece in hand
- Record either a 362 0 or a 500 Description based on note
- Record a source of title note when not title page
- Notes should be useful and not too detailed

## Summary

1. When a phrase appears with the word “edition”, transcribe it as an edition statement only after determining that the phrase does not constitute the designation.
2. Record the beginning or ending dates of publication in the 260 field only when the first or last issue is in hand.
3. When known, give the current frequency in all cases, even when the frequency is already contained in the title (LCRI 12.7B1).
4. Every AACR2 serial record must indicate which issue the description is based on, whether it be the first or the earliest available.
5. When the first issue is in hand, give the designation in a 362 0; when the first issue is not in hand, give the designation in a “Description based on” note (500).
6. Since the serial record represents the entire run of the serial, and the series numbering is likely to change with each issue, normally omit series numbering (AACR2 12.6B1).
7. If the title proper is taken from any source other than a true title page, always add a note indicating the source.
8. Notes should be useful and informative and most are optional.





## **Session 4: Exercises**

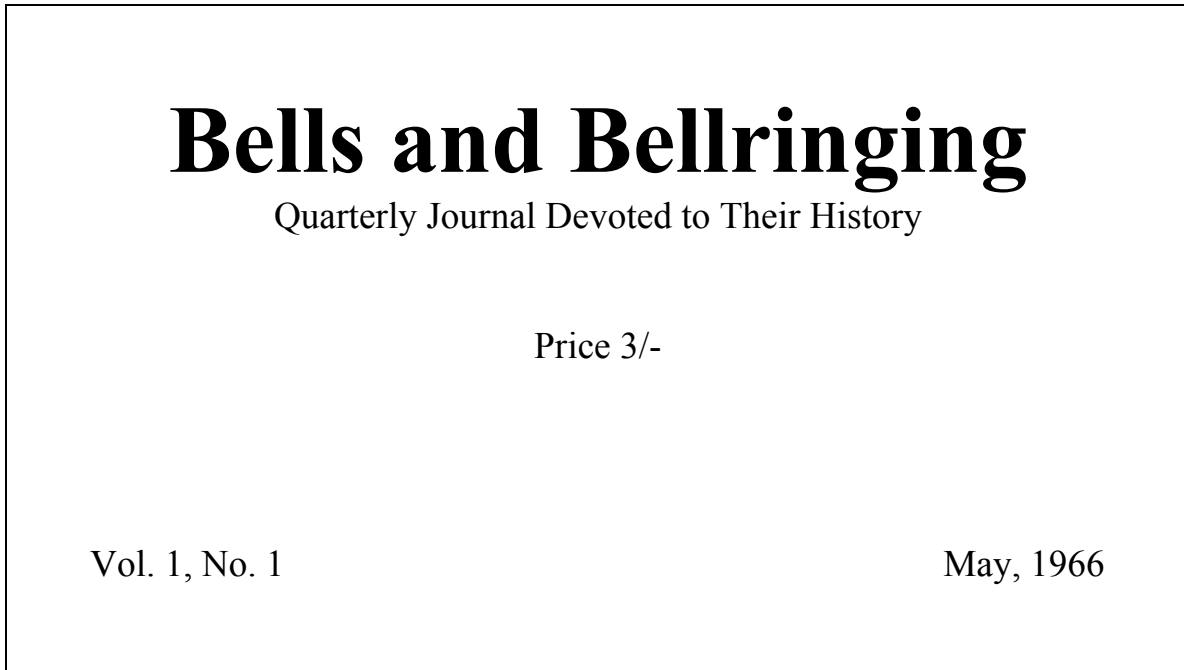
Complete the workforms used in the exercises for session three by adding the following cataloging data:

1. Imprint information;
2. Frequency information (also indicate the fixed field coding);
3. Designations, if appropriate;
4. Additional notes thought appropriate;
5. and, other added entries thought appropriate.

Trainers: Examples 1-3 are easy. Most examples exhibit AACR2 changes in the publishing statement. Example 4 is more difficult.

Example 1

Cover:



Page [1]:

Editor & Publisher: John Hilton

Editorial & Publishing Office: 19, Lonewood Way, Hadlow, Tonbridge, Kent

Chief Source: the cover

Type: a	ELvl:	Srce: d	GPub:	Ctrl:	Lang: eng
BLvl: s	Form:	Conf: 0	<b>Freq: q</b>	MRec:	Ctry: enk
S/L: 0	Orig:	EntW:	<b>Regl: r</b>	ISSN:	Alph:
Desc: a	<b>SrTp: p</b>	Cont:	<b>DtSt: u</b>	<b>Dates: 1966,9999</b>	

245 00 #a Bells and bellringing.

**260 -- #a Tonbridge, Kent [England] : #b J. Hilton, #c [1966]-**

**310 -- #a Quarterly**

**362 0- #a Vol. 1, no. 1 (May 1966)-**

500 -- #a Title from cover.

Example 2

Top of page [1]:

<b>Illinois</b> <b>STATE GENEALOGICAL SOCIETY</b> <hr/> <b>P.O. Box 10195, Springfield, Illinois 62791-0195</b> <h1>Newsletter</h1> <b>Volume 20, Number 1</b>	<b>January/February 1999</b>
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Top of pages 2-8: **ISGS, Vol. 20:1**

Page 8: ISGS, P.O. Box 10195, Springfield, IL, 62791-0195

Newsletter: Published Bi-monthly

Chief source: the caption at the top of page [1]

Type: a	ELvl:	Srce: d	GPub:	Ctrl:	Lang: eng
BLvl: s	Form:	Conf: 0	<b>Freq: b</b>	MRec:	Ctry: ilu
S/L: 0	Orig:	EntW:	<b>Regl: r</b>	ISSN:	Alph:
Desc: a	SrTp: p	Cont:	<b>DtSt: c</b>	<b>Dates: 19uu,9999</b>	

110 2- #a Illinois State Genealogical Society.

245 10 #a Newsletter / #c Illinois State Genealogical Society.

246 17 #a ISGS

**260 -- #a Springfield, Ill. : #b Illinois State Genealogical Society**

**310 -- #a Bimonthly**

500 -- #a Description based on: Vol. 20, no. 1 (Jan./Feb. 1999); title from caption.

Example 3

Cover:

<b>THE ART INSTITUTE OF CHICAGO ANNUAL REPORT 1981-82</b>
---

Page [2] of cover:

Copyright 1982 by The Art Institute of  
Chicago.

<b>The Art Institute of Chicago Annual Report 2001-02</b>
---

Latest available issue

Chief source: cover

Type: a	ELvl:	Srce: d	GPub: 0	Ctrl:	Lang: eng
BLvl: s	Form:	Conf:	<b>Freq: a</b>	MRec:	Ctry: ilu
S/L: 0	Orig:	EntW:	<b>Regl: r</b>	ISSN:	Alph:
Desc: a	SrTp:	Cont:	<b>DtSt: c</b>	<b>Dates: 19uu,9999</b>	

110 0- #a Art Institute of Chicago.

245 04 #a The Art Institute of Chicago annual report.

**260 -- #a [Chicago, Ill.] : #b Art Institute of Chicago**

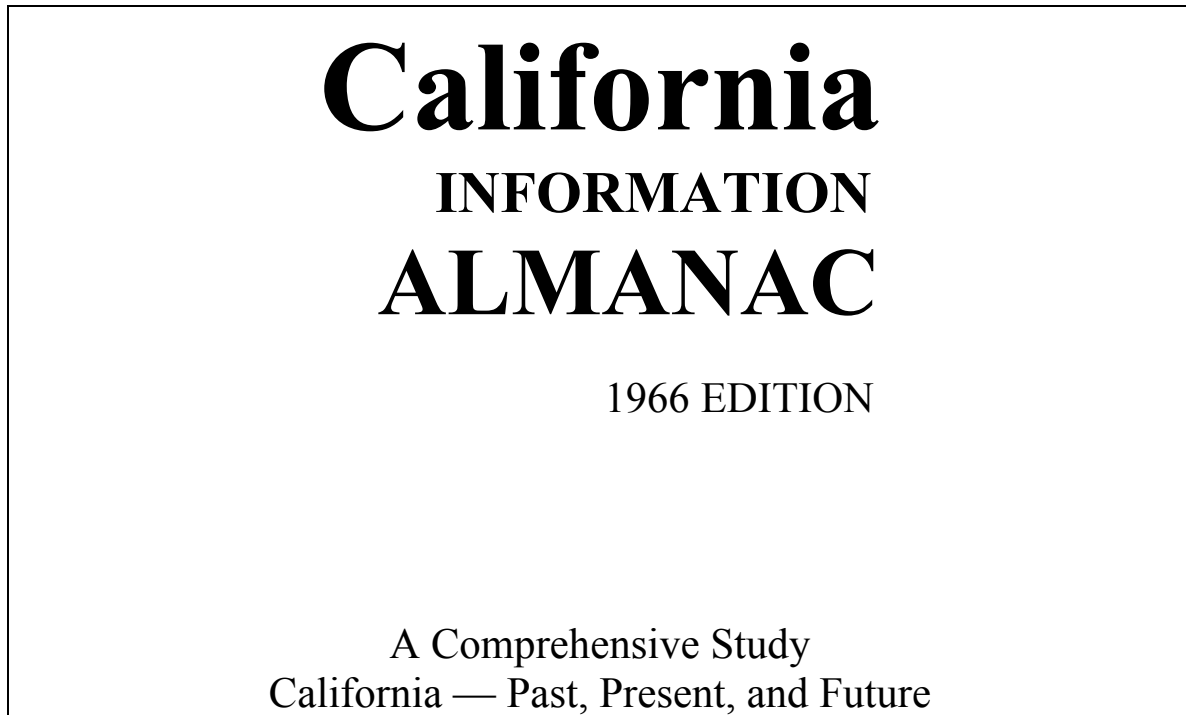
**310 -- #a Annual**

500 -- #a Description based on: 1981/82; title from cover.

500 #a Latest issue consulted: 2001/02.

Example 4

Cover of first issue in hand:



Page II:

c. 1965 by California Almanac Company P.O. Box 400, Lakewood, California

Previous editions copyright 1947, 1952, 1955, 1958, 1960, 1963, 1964

Chief Source: cover of 1966 edition

Type: a	ELvl:	Srce: d	GPub:	Ctrl:	Lang: eng
BLvl: s	Form:	Conf: 0	<b>Freq: a</b>	MRec:	Ctry: cau
S/L: 0	Orig:	EntW:	<b>Regl: r</b>	ISSN:	Alph: a
Desc: a	SrTp:	Cont:	<b>DtSt: u</b>	<b>Dates: 19uu,9999</b>	

245 00 #a California information almanac.

**260 -- #a Lakewood, Calif. : #b California Almanac Co.**

**310 -- #a Annual**

500 -- #a Description based on: 1966 ed.; title from cover.



## Session 5: Working with Copy: Finding Appropriate Records

❖ How do I identify the "most appropriate" serial record?

Is it the same publication?

Is it for the right physical format?

Do the dates fit?

Is the record AACR2?

How authoritative is the record?

1

### References

The trainer may want to review the following sources:

*CONSER Editing Guide*, Field 042

*CONSER Cataloging Manual*, Modules 22 and 31

### Warm Up Exercises

See Appendix G for suggestions.

### Questions for the Session

The objectives of this session are to help the participants recognize the distinctive elements of serial cataloging records, define the “most appropriate” serial copy, and select appropriate serial copy based on information from the piece(s) in hand. To that end the material in the session is focused on answering these questions:

Is it the same publication?

Is the record for the same physical format?

Does the date span of the record fit my serial?

Is the record AACR2?

How authoritative is the record?

## Is the publication the same?

What to look for:

<u>Description</u>	<u>MARC Tag</u>
<b>ISSN</b>	<b>022</b>
<b>Title and statement of responsibility</b>	<b>245 #a, #n, #p and #c</b>
<b>Publisher</b>	<b>260 #b</b>
<b>Dates of publication</b>	<b>362 and 008 fixed field dates</b>
<b>Issuing body note</b>	<b>550</b>
<b>Subject headings</b>	<b>6xx</b>
<b>Links (earlier/later)</b>	<b>780/785</b>

2

### Evaluating Serial Copy

Trainers: please note that the records used for examples in this session may not conform to current practices in coding, tagging, formatting notes, etc. The emphasis in this session is on selecting the best or most appropriate copy available, not on how it should or could be edited. Session 6 will cover the editing of serial copy.

#### 1. Is it the same publication?

- What you need to know:
  - Many serials have titles that are not unique
  - What may at first seem to be the appropriate record may not be
- What to look for in the record:

<b>Description</b>	<b>MARC tag</b>
ISSN	022
Title & statement of respons.	245 #a, #n, #p, #c
Publisher	260 #b
Dates of publication	362 & 008 fixed field dates
Issuing body note	550
Subject headings	6xx
Linking fields (earlier/later title)	780/758



Example:

**Cover:**

# **CRITIQUE**

**studies in  
contemporary  
fiction**

**Volume 40, No. 3**

**Spring 1999**

**Verso of cover:**

**CRITIQUE: Studies in Contemporary Fiction (ISSN 0011-1619) is  
published quarterly by Heldref Publications, 1319 Eighteenth  
Street, N.W. Washington, D.C. 20036-1802 ...**

3

Here is a serial with a fairly common title. Note that there is an ISSN and that it is published in Washington. Note also that what we are looking at is volume 40, published 1999.

## Record 1:

Type: a ELvl: Src: GPub: Ctrl: Lang: eng  
BLvl: s Form: Conf: 0 Freq: b MRec: Ctry: nyu  
S/L: 0 Orig: EntW: Regl: r ISSN: 1 Alph: a  
Desc: a SrTp: p Cont: DtSt: d Dates: 1946,1947  
010 -- #a 53-23838 //r83  
022 0- #a 0748-7452  
035 -- #a (OCoLC)8541749  
040 -- #a DLC #c DNGA #d InU #d DLC #d NSDP #d m/c  
042 -- #a lc #a nsdp  
050 00 #a N1 #b .C935  
082 -- #a 709/.04 #2 19  
130 00 #a Critique (New York, N.Y.)  
210 0- #a Critique #b (New York, N.Y.)  
222 00 #a Critique #b (New York, N.Y.)  
245 00 #a Critique.

4

This is the first record that has been found. What do we see from this screen?

- The title is the same.
- It is published in New York.
- It was only published from 1916-1947.
- The ISSN doesn't match.

## Record 1(cont'd):

260 00 #a New York : #b [s.n.], #c 1946-1947.  
300 -- #a 1 v. : #b ill. ; #c 24 cm.  
310 -- #a Bimonthly, #b Jan.-Feb. 1947  
321 -- #a Monthly, #b Oct.-Nov. 1946  
362 0- #a Vol. 1, no. 1 (Oct. 1946)-v. 1, no. 3 (Jan./Feb. 1947).  
500 -- #a A review of contemporary art.  
500 -- #a Title from cover.  
570 -- #a Editor: Oct. 1946- D. Loshak and others.  
650 -0 #a Art #v Periodicals.  
650 -0 #a Art, Modern #y 20th century #v Periodicals.  
700 11 #a Loshak, David.

5

### Points to mention from this screen:

The imprint (260) information does not match.

The dates (362 and fixed field Dates) are clearly outside the range of the piece in hand.

There is no issuing body (550) mentioned.

The subjects (65x) do not match.

## Record 2:

Type: a ELvl: Sree: GPub: Ctrl: Lang: eng  
BLvl: s Form: Conf: 0 Freq: f MRec: Ctry: stk  
S/L: 0 Orig: EntW: Regl: r ISSN: z Alph:  
Desc: SrTp: p Cont: b DtSt: c Dates: 1973,9999  
010 -- #a 74-642391 //r82  
022 -- #a 0301-7605  
035 -- #a (OCoLC)1792678  
040 -- #a DLC #c DLC #d OcoLC #d NST #d AIP #d NST #d MH  
042 -- #a lc  
043 -- #a ee----- #a e-ur---  
050 00 #a DK246#b .C73  
082 -- #a 320.9/47/084  
210 0- #a Critique #b (Glasg.)  
222 -0 #a Critique #b (Glasgow)  
245 00 #a Critique.

6

**This is the second record found. What matches and what doesn't?**

The ISSN (022) does not match.

The title (245) does match.

## Record 2 (cont'd):

**260 -- #a [Glasgow]**  
**265 -- #a 31 Cleveden Road, G12 OPH**  
**300 -- #a v. #c 21 cm.**  
**350 -- #a \$3.00**  
**362 0- #a v. 1- spring 1973-**  
**500 -- #a "A new journal of Soviet studies and**  
**Socialist theory."**  
**651 -0 #a Soviet Union #x Politics and government #v**  
**Periodicals.**  
**651 -0 #a Europe, Eastern #x Politics and government**  
**#v Periodicals.**  
**650 -0 #a Socialism #v Periodicals.**

7

### Points to mention:

The imprint (260) information does not match.

The dates (362 and fixed field Dates) could include the piece in hand.

There is no issuing body (550) mentioned.

The subjects (65x) do not match.

## Record 3:

Type: a ELvl: Srce: d GPub: Ctrl: Lang: eng  
BLvl: s Form: Conf: 0 Freq: q MRec: Ctry: dcu  
S/L: 0 Orig: EntW: Regl: r ISSN: 1 Alph: a  
Desc: a SrTp: p Cont: DtSt: c Dates: 1956,9999  
010 -- #a 64-32236 //r922  
022 0- #a 0011-1619  
032 -- #a 732090 #b USPS  
035 -- #a (OCoLC)1565475  
040 -- #a MnMULS #c MnMULS ...  
042 -- #a lc #a nsdp  
050 00 #a PN3503 #b .C7  
082 2- #a 801  
130 0- #a Critique (Bolingbroke Society)

8

**In record 3 what matches?**

The ISSN (022) matches.

## Record 3 (cont'd):

210 0- #a Critique - Bolingbroke Soc.  
222 -0 #a Critique - Bolingbroke Society  
245 00 #a Critique.  
260 -- #a [Minneapolis, Minn. : #b Bolingbroke  
Society,  
265 -- #a Heldref Publications, 4000 Albermarle St.,  
N.W., Washington, DC 20016  
300 -- #a v. ; #c 22-24 cm.  
310 -- #a Quarterly, #b fall 1982-  
321 -- #a Three times a year, #b winter 1956-spring  
1982  
362 1- #a Began with v. 1, no. 1 (winter 1956).

9

### Points to mention:

The title (245) matches.

The imprint (260) information does not match, but the 500 note makes it clear that the publication information has changed and the new information does match.

The dates (362 and fixed field Dates) could include the piece in hand.

## Record 3 (cont'd):

**500 -- #a Some vols. have also special titles.**  
**500 -- #a Published: Atlanta, Ga., <1975>-spring 1982;**  
**Washington, D.C. : Heldref Publications, fall 1982-**  
**500 -- #a Description based on: Vol. 1, no. 2 (summer 1957);**  
**title from cover.**  
**515 -- #a Lacks date designation, <V. 3 no. 16,-v. 23, no. 1.**  
**650 -0 #a Fiction #y20th century #x History and criticism**  
**#v Periodicals.**  
**710 20 #a Bolingbroke Society.**  
**780 00 #t Faulkner studies #w (OCoLC)1568961**

10

### Points to mention:

There is no issuing body (550) mentioned.

The subject (65x) does match.



## Is the record for the same physical format?

### What to look for:

<u>Description</u>	<u>MARC Tag</u>
Fixed fields form coding	008, 006, and 007
General Material	
Designation (GMD)	245 #h
Physical description	300
Other physical format note	530
Reproduction note	533
Electronic access	856

11

## 2. Is the record for the same physical format?

- What you need to know:
  - Many serials are issued in multiple formats: print, electronic (CD, online), microform (microfilm, microfiche)
  - Often they have the same title
  - You will often find many records for the microform version (use the search mechanism in your utility to eliminate these if you are hunting only for the print title)
  - Online versions may have their own record or they may be noted on the print record (if you are cataloging the print title, you can use this record).
- What to look for in the record: (discuss list above)

## Example:

### Cover:

**VANITY FAIR**

March 1999

### Table of contents p. 24:

**VANITY FAIR**

March 1999 No 463

### Masthead page:

**Vanity Fair is published by The Condé Nast Publications, Inc. Condé  
Nast Building, 350 Madison Avenue, New York, New York 10017**

12

In this case, we are looking for the appropriate record for Vanity Fair. We have the serial in print.

## Record 1:

Type: a   ELvl: I   Srce: d   GPub:   Ctrl:   Lang: eng  
BLvl: s   Form: a   Conf: 0   Freq: m   MRec:   Ctry: nyu  
S/L: 0   Orig:   EntW:   Regl: r   ISSN:   Alph: a  
Desc: a   SrTp: p   Cont:   DtSt: c   Dates: 1914,9999  
010 -- #a 16-12043//r912 #z sn83-3978 #z sn82-3420  
040 -- #a BHP #c BHP  
007    #a h #b b #d b #e d  
022 0- #a 0733-8899  
130 0- #a Vanity fair (New York, N.Y.)  
222 -0 #a Vanity fair #b (New York, N.Y.)  
245 00 #a Vanity fair #h [microform]  
260 -- #a [New York : #b Vanity Fair Pub. Co., #c 1913-  
300 -- #a v. : #b ill. ; #c 33-36 cm.  
310 -- #a Monthly

13

### Points to mention:

The fixed field Form is coded for a microfilm version (code a).

The 007 field makes it clear that this record is for a microfilm version.

The GMD in the 245 field also makes it clear that this is for a microfilm version.

## Record 1(cont'd):

362 0- #a [Vol. 1, no. 5] ([Jan. 1914])-  
500 -- #a Imprint varies: New York, NY : Condé Nast Publications,  
515 -- #a Issues for Jan. 1914-Feb. 1936 called also v. 1, no. 5-v. 45,  
no. 6.  
533 -- #a Microfilm. #b Foster City, CA : #c Information Access Co.,  
#e cartridges : negative ; 16 mm. #f (Magazine collection)  
580 -- #a Absorbed by: Vogue, Mar. 1936; resumed publication Mar.  
1983 with v. 46, no. 1.  
580 -- #a Issued also in an Italian ed. (with different textual content)  
under title: Vanity fair Italia, June 1990-  
710 2- #a Information Access Company.  
775 1- #t Vanity fair Italia #w (DLC) 91648557 #w (OCoLC)23436101  
780 00 #t Dress & vanity fair #w (OCoLC)8337438 #w (DLC)sf  
83000003  
785 14 #t Vogue #x 0042-8000 #g Mar. 1936-Feb. 1983 #w (DLC)  
08036997 #w (OCoLC)1769261  
830 -0 #a Magazine collection

14

### Points to mention:

The 533 notes also makes it clear that this is a reproduction microform record.

## Record 2:

Type: a ELvl: Srce: d GPub: Ctrl: Lang: eng  
BLvl: s Form: Conf: 0 Freq: m MRec: Ctry: nyu  
S/L: 0 Orig: EntW: Regl: r ISSN: 1 Alph: a  
Desc: a SrTp: p Cont: DtSt: c Dates: 1914,9999  
010 -- #a 16-12043 //r912 #z sn 83003978 #z sn 82003420  
022 0- #a 0733-8899  
032 -- #a 697930#b USPS  
035 -- #a (OCoLC)8356733  
040 -- #a ViU #c ViU ...  
042 -- #a nsdp #a lc  
050 00 #a AP2#b .V3  
130 0- #a Vanity fair (New York, N.Y.)  
210 0- #a Vanity fair #b (N. Y. N. Y.)  
222 -0 #a Vanity fair #b (New York, N.Y.)  
245 00 #a Vanity fair.

15

This is the record for the print version. Note the following:

Form of item in fixed field is blank

There is no GMD in the 245

## Record 2 (cont'd):

**260 -- #a [New York : #b Vanity Fair Pub. Co., #c 1913-  
265 -- #a Condé Nast Publications Inc., Condé Nast Bldg.,  
350 Madison Ave., New York, N.Y. 10017  
300 -- #a v. : #b ill. ; #c 33-36 cm.  
310 -- #a Monthly  
362 0- #a [Vol. 1, no. 5] ([Jan. 1914])-  
500 -- #a Imprint varies: N.Y., N.Y. : Condé Nast Publications,  
515 -- #a Issues for Jan. 1914-Feb. 1936 called also v. 1, no.  
5-v. 45, no. 6.  
515 -- #a Issues for Mar. 1983-July 1995 called v. 46, no. 1-v.  
58, no. 7; for Aug. 1995- called no. 420-**

16

Further indications:

300 field has v.

This is the appropriate record.

## Record 2 (cont'd):

**580 -- #a Absorbed by: Vogue, Mar. 1936; resumed publication Mar. 1983 with v. 46, no. 1.**

**580 -- #a Issued also in an Italian ed. (with different textual content) under title: Vanity fair Italia, June 1990-**

**775 1- #t Vanity fair Italia #w (DLC) 91648557 #w (OCoLC)23436101**

**780 00 #t Dress & vanity fair #w (OCoLC)8337438 #w (DLC)sf 83000003**

**785 14 #t Vogue #x 0042-8000 #g Mar. 1936-Feb. 1983 #w (DLC) 08036997 #w (OCoLC)1769261**

## Do the dates fit?

### What to look for:

<u>Description</u>	<u>MARC Tag</u>
Dates of coverage	Fixed field dates (008)
Publication dates	260 #c
Designation(s)	362
"Description based on" note	500
Other notes	5xx

18

### 3. Does the date of the issue(s) in hand fit within the scope of the record?

#### - What you need to know:

- Because serials are issued over time they can change their titles and sometimes change back to an original title
- Just because the title and the publisher are the same does not necessarily mean that the record is appropriate.

#### - What to look for in the record:

<b>Description</b>	<b>MARC Tag</b>
Dates of coverage	Fixed field, dates (008)
Publication dates	260 #c
Designation(s)	362
"Description based on" note	500
Other notes	5xx



## Issue in hand for March 1999:

Type: a ELvl: Srce: d GPub: Ctrl: Lang: eng  
BLvl: s Form: Conf: 0 Freq: m MRec: Ctry: nyu  
S/L: 0 Orig: EntW: Regl: r ISSN: 1 Alph: a  
Desc: a SrTp: p Cont: DtSt: c Dates: 1914,9999  
010 -- #a 16-12043 //r912 #z sn 83003978 #z sn 82003420  
022 0- #a 0733-8899  
032 -- #a 697930#b USPS  
035 -- #a (OCoLC)8356733  
040 -- #a ViU #c ViU ...  
042 -- #a nsdp #a lc  
050 00 #a AP2#b .V3  
130 0- #a Vanity fair (New York, N.Y.)  
210 0- #a Vanity fair #b (N. Y. N. Y.)  
222 -0 #a Vanity fair #b (New York, N.Y.)  
245 00 #a Vanity fair.

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Example: issue in hand is for March 1999. Note that the fixed field dates are open (9999 in last position).

## Example (cont'd):

- 260 -- #a [New York : #b Vanity Fair Pub. Co., #c 1913-**
- 265 -- #a Condé Nast Publications Inc., Condé Nast Bldg.,**  
**350 Madison Ave., New York, N.Y. 10017**
- 300 -- #a v. : #b ill. ; #c 33-36 cm.**
- 310 -- #a Monthly**
- 362 0- #a [Vol. 1, no. 5] ([Jan. 1914])-**
- 500 -- #a Imprint varies: N.Y., N.Y. : Condé Nast Publications,**
- 515 -- #a Issues for Jan. 1914-Feb. 1936 called**  
**also v. 1, no. 5-v. 45, no. 6.**
- 515 -- #a Issues for Mar. 1983-July 1995 called**  
**v. 46, no. 1-v. 58, no. 7; for Aug. 1995- called no. 420-**

## Example (cont'd):

**580 -- #a Absorbed by: Vogue, Mar. 1936; resumed  
publication Mar. 1983 with v. 46, no. 1.**  
**580 -- #a Issued also in an Italian ed. (with different  
textual content) under title: Vanity fair Italia, June 1990-  
775 1- #t Vanity fair Italia #w (DLC) 91648557 #w  
(OCoLC)23436101**  
**780 00 #t Dress & vanity fair #w (OCoLC)8337438 #w  
(DLC)sf 83000003**  
**785 14 #t Vogue #x 0042-8000 #g Mar. 1936-Feb. 1983 #w  
(DLC) 08036997 #w (OCoLC)1769261**

21

This screen shows that the title was absorbed by Vogue for a certain period, which is explained by the 580 and 785 fields. However, the title resumed and thus, this is still an active record. The reason why there is no new record is because the absorption was temporary and the resumed serial continued the numbering.

## Is the record AACR2?

### What to look for:

<u>Description</u>	<u>MARC Tag</u>
Fixed field: descriptive cataloging code ISBD punctuation	008, Desc: a (AACR2)

22

#### 4. Is the record AACR2?

- What you need to know:

- Many records you will find were created prior to AACR2.
- In most cases, these are perfectly good records and need not be changed to AACR2. In some cases, however, they may need to be changed. (This will be discussed in the next session).

- What to look for in the record:

<b>Description</b>	<b>MARC Tag</b>
Fixed field: descriptive cataloging code ISBD punctuation	008, Desc: a (AACR2)

## Microform Record 1: (pre-AACR2)

Type: a   Elvl: I   Srce: d   Gpub:   Ctrl:   Lang: eng  
BLvl: s   Form: a   Conf: 0   Freq: m   Mrec:   Ctry: nyu  
S/L: 1   Orig:   EntW:   Regl: r   ISSN:   Alph: a  
Desc:   SrTp: p   Cont:   DtSt: c   Dates: 1876,9999  
245 00 #a Library journal.  
247 10 #a American library journal #f v. 1  
260 -- #a New York, [etc.] #b R.R. Bowker [etc.]  
300 -- #a v. #b illus., maps, ports #c 24-27 cm.  
310 -- #a Semimonthly (monthly July and August), #b Jan. 1, 1920-  
321 -- #a Monthly, #b Sept. 1876-Dec. 1919  
362 0- #a v. 1- Sept. 1876-  
533 -- #a Microfilm. #b Ann Arbor, Mich., #c Xerox University  
Microfilms, #d 1974- #e        reels. 16 mm.

23

Example: two microfilm records for the same title.

First record is a pre-AACR2 record (partial record). There are three things that point to this:

Desc. Is blank rather than a

S/L: is 1 rather than 0 (1= latest entry)

The 247 field contains the earlier title. Latest entry will be discussed later in this session.

## Microform Record 2: (AACR2)

Type: a Elvl: l Srce: d Gpub: Ctrl: Lang: eng  
BLvl: s Form: a Conf: 0 Freq: u Mrec: Ctry: nyu  
S/L: 0 Orig: EntW: Regl: u ISSN: Alph: a  
Desc: a SrTp: p Cont: DtSt: c Dates: 1877,9999  
245 00 #a Library journal #h [microform].  
246 10 #a LJ  
260 -- #a New York : #b F. Leypoldt, #c 1877-  
300 -- #a v. : #b ill. ; #c 25 cm.  
310 -- Semimonthly (monthly, July-Aug.), #b Jan. 1, 1920-  
321 -- Monthly, #b Sept. 1877-Dec. 1919  
362 0- #a Vol. 2, no. 1 (Sept. 1877)-  
533 -- #a Microfilm. #b Ann Arbor, Mich. : #c University  
Microfilms. #e microfilm reels ; 35 mm.  
780 00 #t American library journal #w (DLC)sn 89029466 #w  
(OCoLC)9552925

24

Second record is an AACR2 record (partial) Note that in this record the Desc. Is a. Also, S/L =0 for successive entry and the earlier title has been given in field 780 as a link to the other record.

## **How authoritative is the record?**

### **What to look for:**

- **LCCN (010 field):**

**Unprefixed      LC (or CONSER after 2000)**

**010 -- #a 16-12043**

**sn- prefix      NSDP or other CONSER member  
(prior to 2000)**

**010 -- #a sn82-3420**

**c-- National Library of Canada**

**010 -- #a ce95-700239**

### **5. How authoritative is the record?**

- What you need to know:

- The CONSER program has created or authenticated many serial records.
- LC serial records are all CONSER records.
- Headings in CONSER full or core records are all included in the Name Authority File and descriptive and subject elements have been verified as of the date given in field 936 or 500 (Latest issue consulted).
- Just because a record is CONSER authenticated, however, does not mean that the record might not need some editing; later changes may have occurred to the serial.

- What to look for in the record:

LCCN (010 field)

## Is the record authoritative? (cont'd):

- **CONSER authentication codes (042 field):**

### **Specific agencies:**

<b>lc</b>	<b>Library of Congress</b>
<b>lcac</b>	<b>LC Annotated Children's Cataloging Program</b>
<b>nlc</b>	<b>National Library of Canada</b>
<b>nsdp</b>	<b>National Serials Data Program</b>
<b>isds/c</b>	<b>ISSN Canada</b>

### **Name heading status:**

<b>lcd</b>	<b>Descriptive elements and name headings verified by a CONSER member</b>
<b>msc</b>	<b>Descriptive elements verified, but one or more headings not in the LC Name Authority File</b>

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Field 042 may indicate the following:

- that the record has been authenticated,
- by whom,
- and whether the headings are in the authority file

Note on msc: Code msc is used by NSDP in all prepub records because headings are not checked in these records.



## Is the record authoritative? (cont'd):

- **CONSER authentication codes (042 field):**

**Other:**

**premarc      Library of Congress recon record**

**x...            Codes that begin with an "x"  
mean the title is not considered  
to be serial or the institution has  
not treated it as a serial**

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You may find a code, such as “xlc” on a record for a monographic series or a conference publication. In this case, the code means that LC does not treat this title as a serial. It does not mean that it isn’t a serial and that another CONSER cataloger might want to create a serial record for it.

## What else?

### What to look for:

<u>Description</u>	<u>MARC Tag</u>
Call numbers	050, 082, 090, etc.
Subject headings	6xx
Earlier and/or later titles	780 and/or 785
Related titles	Other 76x-78x linking fields

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### 6. What else should I consider?

#### - What you need to know:

- Not all serial or CONSER records will contain a call number and subject headings. Many of these are records created by the ISSN center. You may need to add subject elements, as appropriate.
- Serial records often contain links to earlier or later titles and your span of issues may include one of these titles.
- Serial records also often have links to other related records, such as supplements, translations, language editions, and other physical formats. Do you also have one of these titles in your collection? Would you need to edit these records as well?

#### - What to look for in the record:

<b>Description</b>	<b>MARC Tag</b>
Call numbers	050, 082, 090, etc.
Subject headings	6xx
Earlier and/or later titles	780 and/or 785
Related titles	Other 78x linking fields

## Example:

Type: a   ELvl: 8   Srce: d   GPub:   Ctrl:   Lang: eng  
BLvl: s   Form:   Conf: 0   Freq: b   MRec:   Ctry: nju  
S/L: 0   Orig:   EntW:   Regl: r   ISSN:   Alph:  
Desc: a   SrTp: p   Cont:   DtSt: c   Dates: 1999,9999  
010 -- #a sn98-1720  
040 -- #a NSD #c NSD  
012 -- #l 1  
022 0- #a 1520-9202  
037 -- #b IEEE Service Center, 445 Hoes Lane, P.O. Box 1331,  
Piscataway, NJ 08855-1331  
042 -- #a msc  
245 00 #a IT professional magazine.

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Example: NSD prepublication record. Note the Elvl fixed field field is '8' for prepub and the 040 has the code "NSD" for NSDP.

## Example (cont'd):

**260 -- #a Piscataway, NJ : #b Institute of Electrical and Electronics**

**Engineers, Inc.,**

**263 -- #a 9901**

**300 -- #a v.**

**310 -- #a Bimonthly**

**710 2- #a Institute of Electrical and Electronics Engineers.**

**936 -- #a PREPUB: publication expected: Jan. 1999**

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The note in field 936 (CONSER note field) explains that this is a record created prior to publication for the purposes of assigning the ISSN. Field 263 contains the expected date of publication. Code msc is used by NSDP in all prepub records because headings are not checked in these records.

## **Pre-AACR2 caveats:**

- **truncated titles:**

- **On piece:**

**Annual report.**

**Quarterly statistics of the Finance Department.**

- **Transcription:**

**Report.**

**Statistics.**

- **initialisms:**

**245 00 #a GQ, Gentleman's quarterly.**

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### **Pre-AACR2 and Latest Entry Records**

- If the copy you find is coded as pre-AACR2, note that the rules for choice of entry, descriptive cataloging, punctuation, capitalization and bracketing, as well as transcription of the title proper, were quite different.

- Some typical differences:

1. Titles were often truncated to omit frequency statements and corporate body names when the same body was also the main entry. For example,

**On piece:**

Annual report

Quarterly statistics of the Finance Dept.

**Transcription:**

**Report.**

**Statistics.**

Note that this affects search strategies in both the local OPAC and in a utility such as OCLC or RLIN.

2. After 1975, if a piece contained both an initialism and a full form of the title, both were included in the title proper. The initialism appeared first separated from the full title by a comma. For example,

**245 00 #a GQ, Gentleman's quarterly.**

## Pre-AACR2 Caveats (cont'd):

- use of the 247 for slight title variations:

245 00 #a Bulletin - Council on Library Resources.

247 01 #a Bulletin of the Council on Library Resources

500 -- #a Title varies slightly.

32

3. Rarely, some AACR successive entry records may contain a 247 field (former title or title variations) for slight variations in the title proper. For example,

**245 00 #a Bulletin – Council on Library Resources.**

**247 01 #a Bulletin of the Council on Library Resources.**

**500 -- #a Title varies slightly.**

- In the history of online serials cataloging there are two main sets of rules that have been employed to describe and maintain the bibliographic histories of serial titles. They are: latest entry cataloging (coded in fixed field 008 S/L as “1”) and successive entry cataloging (coded in fixed field 008 S/L as “0”)
- There are MARC records in most utilities and systems created according to both of these conventions.

## Latest entry records

- Description is based on latest issue
- Earlier title changes are included in 247 fields
- Earlier issuing bodies in 550 note
- New records created for mergers and splits

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### **Latest entry records:**

1. Latest entry records describe the bibliographic history of a given title in fewer records since the occasions when a new record was called for were far more limited.
2. When a title changed, the record was revised so that entry was under the latest title with earlier titles accounted for in 247 fields in online records.
3. Serials entered under corporate bodies likewise were revised if the corporate body changed.
4. A new record was created to handle title mergers, splits and the like.
5. The next slide is an example of a latest entry record (some tags omitted).

## Latest Entry Record:

<b>Type: a</b>	<b>Elvl:</b>	<b>Srce: d</b>	<b>Gpub:</b>	<b>Ctrl</b>
<b>Blvl:s</b>	<b>Form:</b>	<b>Conf: 0</b>	<b>Freq: m</b>	<b>Mrec:</b>
<b>S/L: 1</b>	<b>Orig:</b>	<b>EntW:</b>	<b>Regl: n</b>	<b>ISSN:</b>
<b>Desc:</b>	<b>SrTp: p</b>	<b>Cont:</b>	<b>DtSt: d</b>	<b>Dates: 1926,1992</b>
<b>010</b>	<b>--</b>	<b>#a 29-15619//r643</b>		
<b>022</b>	<b>--</b>	<b>#a 0004-4059</b>		
<b>245</b>	<b>00</b>	<b>#a Arts magazine.</b>		
<b>247</b>	<b>10</b>	<b>#a Art digest #f Nov. 1926-July 1954</b>		
<b>247</b>	<b>10</b>	<b>#a Arts digest #f Aug. 1954-Sept. 1955</b>		
<b>247</b>	<b>10</b>	<b>#a Arts #f Oct. 1955-May/June 1961</b>		
<b>260</b>	<b>--</b>	<b>#a [New York, etc. #b Art Digest Inc.]</b>		
<b>362</b>	<b>0-</b>	<b>#a v. 1-66, no. 7; Nov. 1926-Mar 1992.</b>		

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If you use pre-AACR2 copy, consult your local standards for editing copy.



## Electronic Serial (Former Practice):

Type: m   ELvl: l   Srce: d   Audn:   Ctrl:   Lang: eng  
BLvl: s   File: u   GPub:   MRec:   Ctry: nyu  
Desc: a   DtSt: m   Dates: 1996,9999  
006 -- [swn p   a0]  
007 -- #a c #b r #d c #e n #f u  
090 -- #a Q1.C67 #b S34 (INTERNET)  
245 00 #a Cornell science and technology magazine #h [electronic  
resource]  
256 -- #a Computer data.  
260 -- #a [Ithaca, NY] : #b CUME, Inc., #c [1996-  
500 -- #a Title from opening screen.  
500 -- #a Description based on content as of January 1999.  
500 -- #a Funded in part by the Cornell University, College of Arts and  
Sciences, Engineering.  
505 2- #a Partial contents: Editorials -- News -- SciTech staff.  
516 -- #a Text (HTML), graphics  
538 -- #a Mode of access: World Wide Web.  
856 7- #u <http://www.englilb.cornell.edu/scitech/> #2 http

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### Electronic Serials

- Electronic serials have been cataloged both in the serials format with appropriate notes added for the computer file characteristics and in the computer file format with appropriate notes added for serial characteristics.
- Currently, the format is determined by the serial's content:
  - If the serial is primarily language material (this applies to many if not most electronic serials), a serial 008 field is used and an 006 field for computer file characteristics is added.
  - If the serial is primarily numeric or other data, the computer file 008 is used with an 006 field for serials characteristics is added.
- Copy searching for electronic serials may turn up records in one or the other or both formats. Depending on your local policies, you may wish to select and/or edit such records to conform to current practices.
- The first example shows a serial cataloged in the computer file format (former practice). Note the Type fixed field, other fixed fields, 006 and 007.

## Electronic Serial (Current Practice):

Type: a ELvl: I Srce: d GPub: Ctrl: Lang: eng  
BLvl: s Form: s Conf: 0 Freq: w MRec: Ctry: nyu  
S/L: 0 Orig: s EntW: Regl: n ISSN: Alph: a  
Desc: a SrTp: p Cont: DtSt: c Dates: 1997,9999  
040 #a DLM #c DLM #d OCL  
006 [m d ]  
007 #a c #b r #d c #e n #f u  
022 -- #y 1049-0434  
043 -- #a n-us---  
130 0- #a Entertainment weekly (Online)  
245 00 #a Entertainment weekly #h [electronic resource].  
246 30 #a Entertainment online  
260 -- #a [New York, N.Y.] : #b Entertainment weekly, Inc.  
362 1- #a Electronic coverage as of July 15, 2002: No. 394 (Aug. 29, 1997)-

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The second example shows a serial cataloged in the serials format (current practice for language materials).

Note the Type fixed field, 006 and 007.

## Eserial (cont'd):

500 -- #a Description based on: no. 394 (Aug. 29, 1997); title from home page.  
538 -- #a Mode of access: Internet via World Wide Web.  
650 -0 #a Motion pictures #v Periodicals.  
650 -0 #a Television programs #z United States #v Periodicals.  
650 -0 #a Sound recordings #v Periodicals.  
650 -0 #a Video recordings #v Periodicals.  
650 -0 #a Literature, Modern #y 20th century #x History and criticism #v Periodicals.  
651 -0 #a United States #x Popular culture #v Periodicals.  
776 1 #t Entertainment weekly (DLC)90650035 #w (OCoLC)21114137  
856 40 #u <http://cgi.pathfinder.com/ew/>

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Note the 776 and 856 fields.

## **Single Record:**

Type: a   ELvl:     Srce: d   GPub:     Ctrl:     Lang: eng  
BLvl: s   Form:   Conf: 0   Freq: w   MRec:     Ctry: nyu  
S/L: 0   Orig:   EntW:   Regl: n   ISSN: 1   Alph: a  
Desc: a   SrTp: p   Cont:   DtSt: c   Dates: 1990,9999  
010 -- #a 90-650035 #z sn90-42  
040 -- #a NSD #c NSD ...  
007      #a c #b r #d c #e n #f u {optional}  
022 0- #a 1049-0434  
032 -- #a 005149 #b USPS  
042 -- #a nsdp #a lc  
043 -- #a n-us---  
050 00 #a PN1993 #b .E59  
082 00 #a 791.4/05 #2 20  
210 0- #a Entertain. wkly.  
222 -0 #a Entertainment weekly  
245 00 #a Entertainment weekly.  
246 10 #a Entertainment

- Another case to note while searching for copy for electronic serials is the “single record/multiple records” option in providing access to remote access serials with print counterparts. You may find two records (one for the online version and another for the print version), or you may find only a single record for the print version with the online version noted in a 530 field and online access indicated in an 856 field.

This example shows an example of providing access to the electronic serial through the record for the print. This is the single record approach. Note the 007, this is optional for the single record approach.

## Single Record (cont'd):

- 260 -- #a New York, NY : #b Entertainment Weekly, Inc., #c c1990-**
- 265 -- #a Entertainment Weekly, POB 30608, Tampa, FL 33630-0608**
- 300 -- #a v. : #b ill. (mostly col.) ; #c 28 cm.**
- 310 -- #a Weekly, with last two issues combined**
- 362 0- #a #1 (from Fri., 2/16/90)-**
- 500 -- \$a Title from cover.**
- 530 -- #a Also available on the Internet.**
- 580 -- #a Complemented by: Entertainment weekly ... yearbook.**
- 650 -0 #a Motion pictures #v Periodicals.**
- 650 -0 #a Television programs #z United States #v Periodicals.**
- 650 -0 #a Sound recordings #v Periodicals.**

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Note the 530 field.

## Single Record (cont'd):

**650 -0 #a Video recordings #v Periodicals.**

**650 -0 #a Literature, Modern #y 20th century #x History and criticism #v Periodicals.**

**651 -0 #a United States #x Popular culture #v Periodicals.**

**787 1- #t Entertainment weekly ... yearbook #x 1097-5705 #w (DLC) ...**

**98660046 #w 35007488**

**856 41 #u <http://cgi.pathfinder.com/ew/>**

**936 -- #a No. 215 (Mar. 25, 1994) LIC**

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Note the 856 field.

- In selecting copy in these cases, consult the guidelines your library has established for handling such situations.

- Session 8 will contain more detail about cataloging electronic serials.

# Summary

- When selecting copy, look for:
  - Physical format
  - AACR2 descriptive conventions
  - Successing entry cataloging
  - CONSER authenticated copy
- In comparing records, look for:
  - ISSN
  - Title proper and dates
  - Publication information

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## Summary

Select serial copy based on:

- physical format
- AACR2 descriptive conventions
- successive entry cataloging
- ISSN
- title proper
- statement of responsibility and/or issuing body notes
- publication dates
- numeric and/or chronological designations
- linking entries for earlier/later titles

CONSER authenticated copy is often the best choice.

Be aware of the major pre-AACR2 serials cataloging conventions and your local policies for adapting/editing records created using them.

Be aware of the various ways of handling electronic journals currently being used as well as your local policies.





## **Session 5: Exercises**

Compare the bibliographic information about the issue in hand given in the following pages with the copy provided. The copy may not include all MARC tags.

Trainers please note that those parts of the record corresponding to the criteria for evaluating copy are indicated in bold face in the copy.

Trainers: examples 1-3 are relatively easy. Numbers 4-5 are more complicated.

Example 1

Top of page [1]:

vol. 20 nos. 2-4 december 1998

newsletter of the

# North Carolina Folklore Society

Hiddenite Center

Box 311

Hiddenite, NC 28636-0311

Type: a ELvl: Src: d GPub: Ctrl: Lang: eng  
 BLvl: s Form: Conf: 0 Freq: q MRec: Ctry: neu  
 S/L: 0 Orig: EntW: Regl: x ISSN: 1 Alph: a  
 Desc: a SrTp: p Cont: DtSt: c Dates: 1977,9999  
 010 -- #a 97-645992 #z sn86-14420  
 040 -- #a NSD #c NSD #d NST #d IXA #d DLC  
 012 -- #i 9710 #l 1 #z d  
 022 0- #a 0888-6121  
 042 -- #a nsdp #a lc  
 043 -- #a n-us-nc  
 050 00 #a GR110.N8 #b N49 #u <AFC>  
 082 1- #a 390 #2 11  
 210 0- #a Newsl. N.C. Folk. Soc.  
 222 -0 #a Newsletter of the North Carolina Folklore Society  
 245 00 #a Newsletter of the North Carolina Folklore Society.  
 260 -- #a Boone, NC : #b The Society, #c 1977-  
 265 -- #a N.C. Folklore Society, % Dept. of English, Appalachian State  
 University, Boone, NC 28608 {265 obsolete; use 037}  
 300 -- #a v. ; #c 28 cm.  
 310 -- #a 3 or 4 no. a year, #b 1986-  
 321 -- #a Irregular, #b 1977-1985  
 362 0- #a Vol. 1, no. 1 (5 Feb. 1977)-  
 500 -- #a Title from caption.  
 515 -- #a Some issues do not have a numeric designation.  
 650 -0 #a Folklore #z North Carolina #v Periodicals.  
 610 20 #a North Carolina Folklore Society #v Periodicals.  
 651 -0 #a North Carolina #x Social life and customs #v Periodicals.  
 710 2- #a North Carolina Folklore Society.  
 850 -- #a DLC #a DeU #a MiDW #a TxU #a UU #a ViBlbV  
 890 -- #a North Carolina Folklore Society. Newsletter.  
 936 -- #a Vol. 18, no. 3 (July 1996) LIC

Circle one. The copy fits: **Yes** No

List your reasons:

1. It is a serial record.
2. It is AACR2
3. It is successive entry.
4. The dates fit.
5. There is no ISSN on this piece.
6. The enumeration fits.
7. The 245 title proper matches the piece.

Example 2

Cover:



Page [5] table of contents:

Conscious Choice © is published bimonthly by Conscious Communications, Inc. 920 N. Franklin, Suite 202, Chicago, IL 60610.

Page 6 editorial matter sidebar:

Conscious Choice was created in 1988 to encourage people to take personal responsibility in their lives.

Type: a ELvl: I Srce: d GPub: Ctrl: Lang: eng  
BLvl: s Form: Conf: 0 Freq: b MRec: Ctry: ilu  
S/L: 0 Orig: EntW: Regl: r ISSN: Alph: a  
Desc: a SrTp: p Cont: DtSt: c Dates: 19uu,9999

245 00 #a Conscious choice.

260 -- #a Chicago, IL : #b Conscious Choice,

300 -- #a v. : #b ill. ; #c 35 cm.

310 -- #a Bimonthly

500 -- #a Description based on: v. 5, no. 6 (Nov./Dec. 1992) ; title from cover.

500 -- #a "Resources for responsible decision making."

650 -0 #a Holistic medicine #v Periodicals.

650 -0 #a Alternative medicine #v Periodicals.

650 -0 #a Health #v Periodicals.

650 -0 #a Social ecology #v Periodicals.

Circle one. The copy fits: **Yes** No

List your reasons:

1. It is a serial record.
2. It is AACR2.
3. It is successive entry.
4. The dates fit.
5. The enumeration in the 500 "Description based on" note fits.
6. The 245 title proper matches the piece.

Example 3

Cover:



Table of contents page:

***Ebony*** incorporating ***Black World Magazine*** (ISSN 0012-9011)  
July 1998 Vol. LIII, No. 9

Masthead:

Vol. LIII, No. 9 July 1998  
Publisher: John H. Johnson  
Printed in USA

Type: a ELvl: Srce: d GPub: Ctrl: Lang: eng  
BLvl: s Form: Conf: 0 Freq: m MRec: Ctry: ilu  
S/L: 0 Orig: EntW: Regl: r ISSN: 1 Alph: a  
Desc: SrTp: p Cont: DtSt: c Dates: 1945,9999  
010 -- #a 52-42074  
022 0- #a 0012-9011  
040 -- #a MnMULS #c MnMULS #d CtY #d NSDP #d DLC #d NSDP #d DLC  
#d OcoLC #d NST #d AIP #d NSDP #d AIP #d NST #d NSDP #d NST #d NSDP  
#d OcoLC #d OCU-M  
042 -- #a nsdp #a lc  
043 -- #an-us---  
050 00 #aAP2#b.E165  
210 0- #a Ebony  
222 -0 #a Ebony  
245 00 #a Ebony.  
260 -- #a [Chicago, #b Johnson Pub. Co., etc.]  
265 -- #a 820 South Michigan Ave., 60605 {265 obsolete; use 037}  
300 -- #b ill., ports.#c35 cm.  
350 -- #a \$10.00 (U.S.) #a \$11.00 (foreign) {350 obsolete; use 037}  
362 0- #a v. 1- Nov. 1945-  
515 -- #a Some irregularities in numbering; some numbers in vol. 29 incorrectly  
numbered vol. 30.  
650 -0 #a African Americans #v Periodicals.

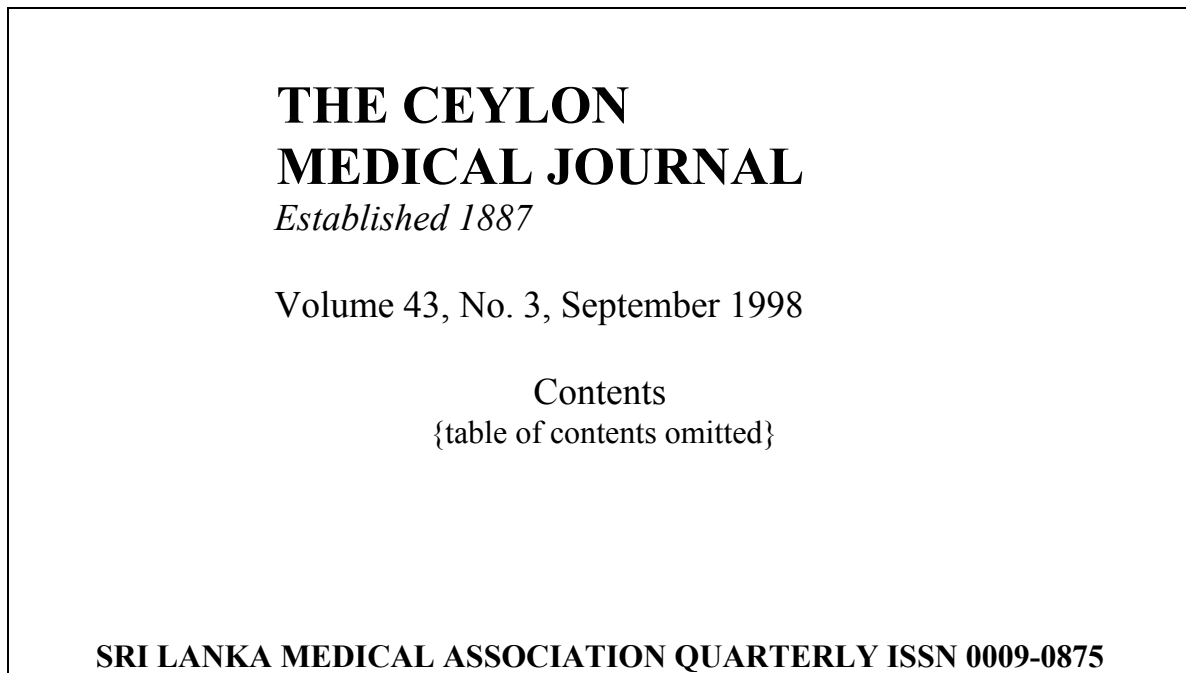
Circle one. The copy fits: **Yes** No

List your reasons:

1. It is a serial record.
2. It is however pre-AACR2.
3. It is successive entry.
4. The dates fit.
5. The ISSN matches.
6. The 245 title proper matches the piece.
7. The enumeration fits even though it is recorded here in a pre-AACR2 style.

Example 4

Cover:



Page 128:

Published by  
The Sri Lanka Medical Association  
Colombo  
Sri Lanka



Type: a ELvl: Src: d GPub: Ctrl: Lang: eng  
BLvl: s Form: Conf: 0 Freq: q MRec: Ctry: ce  
S/L: 0 Orig: EntW: Regl: r ISSN: z Alph:  
Desc: SrTp: p Cont: DtSt: c Dates: 1952,9999  
010 -- #a sn 86-12860  
022 -- #a 0009-0875  
040 -- #a MnMULS #c MnMULS #d CU-UC #d RCS # dAIP #d NST  
042 -- #a nsdp  
060 0 #aW1 CE945  
210 0- #a Ceylon med. j.  
222 -0 #a Ceylon medical journal  
245 00 #a Ceylon medical journal.  
260 -- #a Colombo, #b Ceylon Medical Association.  
362 0- #a new series, v. 1- May 1952-  
650 -0 #a Medicine #v Periodicals.  
710 20 #a Ceylon Medical Association. {2<sup>nd</sup> ind. obsolete}  
780 02 #a British Medical Association. Ceylon Branch. #t Journal

Circle one. The copy fits: **Yes** No

List your reasons:

1. It is a serial record.
2. It is a pre-AACR2 record.
3. It is successive entry.
4. The date fits.
5. The ISSN matches.
6. The enumeration fits but lacks the "new series" statement.
7. The 245 title proper matches the piece.

Example 5

Cover of the April 1999 print issue in hand:



Table of Contents page:

April 1999

Popular  
Science

Founded in 1872 \* Volume 254 \* Number 4  
ISSN 0161-7370

A search produced two records. Which is the better choice for the bibliographic data above and why?

Record 1

Type: a   ELvl:     Srce: d   GPub:   Ctrl:     Lang: eng  
BLvl: s   Form: a   Conf: 0   Freq: u   MRec:   Ctry: miu  
S/L: 0   Orig:   EntW:   Regl: u   ISSN:   Alph: a  
Desc: a   SrTp:   Cont:   DtSt: c   Dates: 1950,9999  
010 -- #a sf87-90526  
007    #a h #b d #c u #d a #e f #f b--- #g b #h a #i c #j a  
022 -- #a 0161-7370  
042 -- #a msc  
050 00 #a Microfilm 06202 #u <MicRR>  
130 0- #a Popular science (New York, N.Y.)  
222 -0 #a Popular science #b (New York)  
245 00 #a Popular science #h [microform].  
246 13 #a Popular science monthly  
260 -- #a [New York, N.Y. : #b Popular Science Pub. Co., #c 1950-  
300 -- #a v. : #b ill. ; #c 24-29 cm.  
310 -- #a Monthly  
362 0- #a [Vol. 157, no. 1] (July 1950)-  
533 -- #a Microfilm. #b Ann Arbor, Mich. : #c University Microfilms  
International. #e microfilm reels ; 35 mm.  
650 -0 #a Science #v Periodicals.  
650 -0 #a Technology #v Periodicals.  
780 00 #t Popular science monthly (New York, N.Y. : 1900) #w (DLC)sf  
8790524 #w (OCoLC)7641313

## Record 2

Type: a   ELvl:   Srce: d   GPub:   Ctrl:   Lang: eng  
 BLvl: s   Form:   Conf: 0   Freq: m   MRec:   Ctry: nyu  
 S/L: 0   Orig:   EntW:   Regl: r   ISSN: 1   Alph: a  
 Desc: a   SrTp: p   Cont:   DtSt: c   Dates: 1950,9999  
 010 -- #a 81-640658 #z sc78-900 #z sn78-4685  
 022 0- #a 0161-7370  
 042 -- #a lc #a nsdp  
 050 00 #a AP2 #b .P8  
 082 -- #a 505  
 130 0- #a Popular science (New York, N.Y.)  
 210 0- #a Pop. sci. #b (N.Y. N.Y.)  
 222 - 0 #a Popular science #b (New York, N.Y.)  
 245 00 #a Popular science.  
 246 13 #a Popular science monthly  
 260 -- #a [New York, N.Y. : #b Popular Science Pub. Co., #c 1950-  
 265 -- #a Popular Science, Box 2871, Boulder, CO 80322 {265 obsolete; use  
 037}  
 300 -- #a v. : #b ill. ; #c 24-29 cm.  
 310 -- #a Monthly  
 362 0- #a [Vol. 157, no. 1] (July 1950)-  
 500 -- #a Title from cover.  
 500 -- #a Publisher varies: Times Mirror Magazines, <Mar. 1986->  
 530 -- #a Available also in microform.  
 650 -0 #a Science #v Periodicals.  
 650 -0 #a Technology #v Periodicals.  
 650 -2 #a Science #v periodicals.  
 650 -2 #a Technology #v periodicals.  
 780 00 #t Popular science monthly (New York, N.Y. : 1900) #w (DLC)  
 01008317 #w (OCoLC)4179801  
 936 -- #a Vol. 228, no. 3 (Mar. 1986) LIC

Which record best fits the piece in hand? Record 1 **Record 2**

Although the ISSN and title match both records, the first record is for a microform and the second is for the print version of the journal.

1. It is a serial record.
2. It is AACR2.
3. It is successive entry.
4. The dates match.
5. The ISSN matches.
6. The enumeration fits.

Example 6

Cover:

THE SATURDAY  
EVENING POST

Founded A.D. 1728 by Benjamin Franklin

March/April '99

Table of contents:

THE SATURDAY  
EVENING POST

Founded A.D. 1728 by Benjamin Franklin

March/April 1999 Vol. 271, No. 2

*The Saturday Evening Post* (ISSN: 0048-9239) is published bimonthly by the Benjamin Franklin Literary & Medical Society, Inc., at 1100 Waterway Boulevard, P.O. Box 567, Indianapolis, IN 46202.

A search produced two records. Which is the better choice for the bibliographic data above and why?

## Record 1

Type: a ELvl: S rce: d GPub: Ctrl: Lang: eng  
BLvl: s Form: Conf: 0 Freq: w MRec: Ctry: pau  
S/L: 0 Orig: e EntW: Regl: r ISSN: Alph:  
Desc: a SrTp: n Cont: DtSt: d Dates: 1821,1830  
010 -- #a sn83-25932 #z sn84-26131  
042 -- #a lcd #a msc  
043 -- #a n-us-pa  
090 -- #a AP2 #b .S2  
130 0- #a Saturday evening post (Philadelphia, Pa. : 1821)  
245 04 #a The Saturday evening post.  
246 13 #a Evening post  
260 -- #a Philadelphia [Pa.] : #b Atkinson & Alexander, #c -1830.  
300 -- #a v.  
310 -- #a Weekly  
362 1- #a Began Aug. 4, 1821.  
362 0- #a -v. 9, whole no. 491 (Dec. 25, 1830).  
500 -- #a Description based on: Vol. 1, no. 3 (Aug. 18, 1821).  
500 -- #a Publishers: Atkinson & Alexander, Aug. 18, 1821-Feb. 23, 1828;  
Samuel Coate Atkinson, Mar. 1, 1828-1830.  
525 -- #a Supplements accompany some issues and are called: Saturday  
evening post - Extra.  
530 -- #a Available on microfilm from UMI, as part of the American  
Periodical series, 1800-1850.  
651 -0 #a Philadelphia (Pa.) #v Newspapers.  
700 1- #a Atkinson, Samuel Coate.  
752 -- #a United States #b Pennsylvania #c Philadelphia #d Philadelphia.  
785 00 #t Atkinson's Saturday evening post (Philadelphia, Pa. : 1831)  
#w (DLC)sn 84026168 #w (OCoLC)7335088

Record 2

Type: a ELvl: S rce: d GPub: Ctrl: Lang: eng  
BLvl: s Form: Conf: 0 Freq: m MRec: Ctry: inu  
S/L: 0 Orig: EntW: Regl: r ISSN: 1 Alph: a  
Desc: a SrTp: p Cont: DtSt: c Dates: 1839,9999  
010 -- #a 55-19956//r84  
022 0- #a 0048-9239  
042 -- #a lc #a nsdp  
050 00 #a AP2 #b .S2  
130 0- #a Saturday evening post (Philadelphia, Pa. : 1839)  
210 0- #a Saturday evening post #b (1839)  
222 - 4 #a The Saturday evening post #b (1839)  
245 04 #a The Saturday evening post.  
246 10 #a United States Saturday post  
260 -- #a Philadelphia : #b G. Graham, #c 1839-  
265 -- #a Benjamin Franklin Literary & Medical Society, 1100 Waterway {265  
obsolete; use 037}  
Blvd., P.O. Box 567, Indianapolis, IN 46202  
300 -- #a v. : #b ill. ; #c 27-79 cm.  
310 -- #a Bimonthly, #b <Nov./Dec. 1991->  
321 -- #a Frequency varies, #b 1839-<July/Aug. 1980>  
362 0- #a Vol. 18, no. 954 (Nov. 9, 1839)-  
500 -- #a Published: Curtis Pub. Co., <1899->; Indianapolis, Ind. :  
Saturday Evening Post Society, 1971-  
500 -- #a Some numbers around 1842-1843 have title: United States Saturday  
post.  
500 -- #a Title from caption.  
515 -- #a Vol. numbering omitted Nov. 3, 1855-<July 7, 1877>.  
515 -- #a Vol. numbering changed from v. 77 to v. 170, no. 31 with Jan. 29, 1898  
issue.  
515 -- #a Suspended publication Feb. 9, 1969-spring 1971.  
515 -- #a Issues for summer and autumn 1971 unnumbered but constitute v.  
243, no. 1-2.  
651 -0 #a Philadelphia (Pa.) #v Newspapers.  
752 -- #a United States #b Pennsylvania #c Philadelphia #d Philadelphia  
780 00 #t Atkinson's evening post and Philadelphia Saturday news #w  
(OCoLC)10312674 #w (DLC)sn 84026167  
780 05 #t Country gentleman #x 0147-4928 #w (DLC) 77649610 #w  
(OCoLC)3175159  
936 -- #a v. 263, no. 7

Which record best fits the piece in hand? Record 1 **Record 2**

Although the title matches both records, the first record is an earlier title that ceased in 1830 while the second record is an open entry.

1. It is a serial record.
  2. It is AACR2.
  3. It is successive entry.
  4. The dates match.
  5. The ISSN matches.
  6. The enumeration fits.
- The 245 title proper matches the piece in hand

Example 7

Cover:

The Smart Museum of Art

**BULLETIN**

1996-1997

Title page:

**The Smart Museum of Art Bulletin**  
**1996-1997**

The David and Alfred Smart Museum of Art  
The University of Chicago



Page [2]:

Volume 8, 1996-1997

Copyright ©1998 by the David and Alfred  
Smart Museum of Art, The University of  
Chicago, 5570 South Greenwood Avenue,  
Chicago, Illinois, 60637.

ISSN: 1099-2413

Does the following record match the bibliographic data above?

Type: a   ELvl: 7   Srce: d   GPub:   Ctrl:   Lang: eng  
BLvl: s   Form:   Conf: 0   Freq: a   MRec:   Ctry: ilu  
S/L: 0   Orig:   EntW:   Regl: r   ISSN: 1   Alph: a  
Desc: a   SrTp:   Cont:   DtSt: c   Dates: 1996,9999  
010 -- #a sn98-2137  
040 -- #a NSD #c NSD  
022 0- #a 1099-2413  
037 -- #b David and Alfred Smart Museum of Art, Univ. of Chicago, 5550  
S. Greenwood Ave., Chicago, IL 60637  
042 -- #a nsdp #a lcd  
082 10 #a 708 #2 12  
210 0- #aSmart Museum Art bull.  
222 -4 #a The Smart Museum of Art bulletin  
245 04 #a The Smart Museum of Art bulletin.  
260 -- #a Chicago, Ill. : #b The Museum, University of Chicago, #c c1997-  
300 -- #a v.  
310 -- #a Annual  
362 0- #a Vol. 7 (1995-1996)-  
710 2- #a David and Alfred Smart Museum of Art.  
780 00 #t Bulletin (David and Alfred Smart Museum of Art) #v 1067-8808  
#w (DLC) 93644233  
936 -- #a vol. 8 (1996-1997) LIC

Circle one. The copy fits: **Yes** No

List your reasons:

1. It is a serial record.
2. It is AACR2.
3. It is successive entry.
4. The dates match.
5. The ISSN matches.
6. The enumeration and chronological designations fit.
7. The 245 title proper matches the piece.

## Session 6: Working with Copy: What to Edit?

Which edits are critical?

Which edits are needed for access?

Which edits are needed for serials control?

How do I edit a pre-AACR2 record?

What doesn't need to be changed?

### References

The trainer may want to review the following sources:

***CONSER Cataloging Manual, Modules 4-14, 17***

***CONSER Editing Guide, Section E***

### Warm Up Exercises

See Appendix G for suggestions.

### Questions for the Session

The objectives of this session are to help the participants determine just how much editing of serial copy is useful, develop criteria for such editing, and identify those parts of a serial record most often in need of editing. To that end the material in the session is focused on answering these questions:

What edits are critical?

What edits are needed for access?

What edits are needed for serial control?

What doesn't need to be edited?

How do I edit a pre-AACR2 record?

Should I edit MARC tagging that is now obsolete?

## Criteria for Editing Copy:

- local decision
- would you report the desired change to your utility?
- added value for for end users and processing staff
- other fields may need editing:
  - input standards for local system and utility;
  - deriving reports from your system.

### Criteria for Editing Serial Copy

- The extent to which the copy you have selected should be edited is a local decision.
- However, major changes that affect the record's accuracy (title changes, cessations, incorrectly closed records, etc.) can be reported to your utility to help improve the records available for other institutions.
- In addition, editing may be important since serials change over time as well as cataloging practices (e.g., the new use of subfield v for form divisions such as *Congresses, Directories, and Periodicals*).
- The suggestions outlined below are based on a single consideration; namely, identifying those corrections and/or additions to existing copy that truly add value to the final record for end users and processing staff while meeting basic standards.
- Such streamlining focuses copy cataloging work on the truly critical elements most valued by all users.
- Other fields may need to be edited as well depending on:
  1. The input standards of your utility, local systems, etc.
  2. And, also depending on the types of reports you expect to pull from your automated system (e.g., locally defined fields, other data elements in the fixed fields, etc.).

## **AACR2 changes and record editing**

- ◆ In most cases, records do not need to be edited to reflect the 2002 amendments to AACR2
- ◆ CONSER catalogers may collapse records that now wouldn't be considered major title changes
- ◆ Minor editing (260, 362, etc.) can be done if desired, but is not necessary

The 2002 revision of AACR2 will result in a number of changes, both in the description of serials, and in what constitutes a major change (I.e., the need for a new record). Records created prior to implementation of the new rules do not need to be changed.

CONSER catalogers may be collapsing some records for title changes created before the revisions that now would be considered to be minor.

Some of the changes are more cosmetic, such as punctuation in field 362 and the ending comma in field 260. Catalogers are bound to make these changes from time-to-time, but there is no necessity to do so.

Consult the CONSER Cataloging Manual for more detail on the changes and how they affect existing records.

## Critical Edits:

- new record required (session 7)
- cessations:

Title ceased and last issue is in hand:

Type: a   ELvl:     Srce: d   GPub:   Ctrl:     Lang: eng  
BLvl: s   Form:   Conf: 0   Freq: b   MRec:   Ctry: nyu  
S/L: 0   Orig:   EntW:   Regl: r   ISSN: 1   Alph: a  
Desc: a   SrTp: p   Cont:   DtSt: d   Dates: 1988,1990  
245 00 #a ...  
260 -- #a New York, N.Y. : #b Family Media, Inc., #c 1988-1990.  
300 -- #a 3 v. : #b ill. ; #c 19 cm.

**362 0- #a Vol. 1, no. 1 (Apr. 1988)-v. 3, no. 2 (Apr./May 1990).**

### Critical Edits

- Any situation that requires the creation of a new record – see session 7.
- If the copy you are using is still an open entry and you know that the title has ceased, you will need to close out the record. The converse is also true, i.e., if the copy has been closed and you have a piece in hand after the closing date, designation, etc., you will need to open the record.
- In this example, the title has ceased and the last issue is in hand.

## Critical Edits (cont'd):

Title ceased and last issue is not in hand but date is known:

Type: a   ELvl:   Sree: d   GPub:   Ctrl:   Lang: eng  
BLvl: s   Form:   Conf: 0   Freq: b   MRec:   Ctry: nyu  
S/L: 0   Orig:   EntW:   Regl: r   ISSN: 1   Alph: a  
Desc: a   SrTp: p   Cont:   DtSt: d   Dates: 1988,1990  
245 00 #a ...  
260 -- #a New York, N.Y. : #b Family Media, Inc., #c 1988-  
300 -- #a v. : #b ill. ; #c 19 cm.  
362 0- #a Vol. 1, no. 1 (Apr. 1988)-  
362 1- #a Ceased in 1990.

In this example, the title has ceased and the last issue is not in hand but the date is known.

## Critical Edits (cont'd):

### ◆ linking entries:

#### record as found in OCLC:

110 2- #a ABC (Firm)  
245 10 #a Biennial report of finances.  
362 0- #a 1986-  
780 00 #a ABC (Firm). #t Annual report of finances

#### record for earlier title in your local system:

110 2- #a ABC (Firm)  
245 10 #a Report of finances.  
362 0- #a -1985.

- Depending on your local policies, you may need to adjust linking entries to match the cataloging records found in your system rather than accepting the entries as formulated in the copy you are using. Alternatively, you can re-catalog the record in your database to match the more current record.
- In this example, the record in the local system was cataloged under earlier rules and the frequency was dropped from the title. Thus, the word “annual” does not appear in the title of the local record.



## Critical Edits (cont'd):

choices:

1. Edit the new record to fit:

**110 2- #a ABC (Firm)  
245 10 #a Biennial report  
of finances.  
362 0- #a 1986-  
780 00 #a ABC (Firm).  
#t Report of finances**

2. Recatalog the title already in OPAC:

**110 2- #a ABC (Firm)  
245 10 #a Annual report  
of finances.  
362 0- #a -1985.  
785 00 #a ABC (Firm). #t  
Biennial report of  
finances**

- You have the choice of:

1. Editing the new record to match the entry that is in your catalog. In this case, editing the 780 field to remove the word “annual.”
2. Or, recataloging the earlier title locally to fit with the new OCLC record. In this case, changing the title of the earlier serial to include the word “annual.”

## Edits for Access:

- variant titles

245 10 #a Annual report

246 14 #a NAVISTAR annual report #f 1990-

- “minor” variations in title proper

245 00 #a Openhouse

246 1- #i Some issues have title: #a Open house

### Edits Important for Access

- Variant Titles (246 field) (AACR2 12.7B4):

- If new forms of the title appear that are not found on the chief source or its substitute and access is considered important since they are prominent (e.g., a cover title differs from the title proper on the title page), add a 246 title added entry. For example,

**245 10 #a Annual report**

**246 14 #a NAVISTAR annual report #f 1990-**

- If minor title variations appear, make a 246 added entry for them. For example,

**245 00 #a Openhouse**

**246 1- #i Some issues have title: #a Open house.**

## Edits for Access (cont'd):

- parallel titles:

245 00 #a Groundwater series = #b Grondwaterreeks

246 31 #a Grondwaterreeks

500 -- #a Order of titles varies with language of text.

245 00 #a Electric power in Canada.

246 1- #i Issues for 1969-79 have also French title: #a  
Energie électrique au Canada

- 

- If the order of parallel titles changes but the title proper still appears on the piece, this is not a title change (see LCRIs 12.7B5 and 21.2C). You may, however, want to make a 246 title added entry for parallel titles not already accounted for or for any new ones that appear. For example,

**245 00 #a Groundwater series = #b Grondwaterreeks**

**246 31 #a Grondwaterreeks**

**500 -- #a Order of titles varies with language of text.**

**245 00 #a Electric power in Canada.**

**246 1- #i Issues for 1969-79 have also French title: #a Energie  
electrique au Canada**

## Edits for Access (cont'd):

- fluctuating titles:

245 00 #a Knitting times.

246 1- #i Some vols., 1980- have title: #a Knitting times  
newsweekly

246 1- #i One issue each month, Mar. 24, 1980- has  
title: #a Apparel world

245 10 #a TIMS/ORSA bulletin.

246 1- #i Alternating issues called: #a ORSA/TIMS  
bulletin

- If fluctuating titles begin to appear:

- 1) These may not be title changes, but you will want to account for the variations by making a 246 title added entry (see LCRI 21.2C) which may help processing staff and patrons.
- 2) Note that it is often difficult to recognize a fluctuating title as opposed to a true title change unless you have evidence from more than a single piece in hand or the publisher explicitly states that, for example, alternating numbers will have different titles.

## Edits for Access (cont'd):

- issuing bodies (550/710):

- record before change:

**260 -- #a New York, NY : #b Commission of the European Communities, #c 1989-**

**710 2- #a Commission of the European Communities.**

- record after change:

**260 -- #a New York, NY : #b Commission of the European Communities, #c 1989-**

**550 -- #a Vols. for 1995- issued by the European Commission.**

**710 2- #a Commission of the European Communities.**

**710 2- #a European Commission.**

- Issuing Bodies (550 and 710 fields):

- The corporate bodies (noncommercial) responsible for issuing publications may change names or such responsibility may shift to another corporate body altogether.
- In such cases editing or adding a 550 note and making the appropriate added entry (7xx) keeps access current.
- Generally only give such notes for corporate bodies not already found in the body of the entry.
- In the example, the record is updated after the change in issuing body to add this information in a 550 note and make an additional corporate added entry (710) for the new body.

## Edits for Access (cont'd):

- series (4xx/8xx):

245 00 #a Cool stars, stellar systems and the sun.

260 -- #a [Cambridge, Mass.] : #b Smithsonian Astrophysical Observatory,

300 -- #a v. : #b ill. ; #c 24-28 cm.

310 -- #a Biennial, #b 1981-

362 0- #a [1st] (Jan. 31, 1980)-

490 1- #a 1980-1981: SAO special report

490 1- #a 1983-1987: Lecture notes in physics

490 1- #a 1989- : Astronomical Society of the Pacific conference series

830 -0 #a SAO special report

830 -0 #a Lecture notes in physics.

830 -0 #a Astronomical Society of the Pacific conference series.

- Series (4xx fields):

- If a serial is issued in a series and ceases to be issued in that series, note this in a 490 field. Trace or not according to local policy.

- If the serial appears in a succession of series, note this in multiple 490 fields along with the inclusive dates.

## Edits for Access (cont'd):

- electronic location/access (856 field):

copy as found:

245 00 #a African American review.

{print serial}

your JSTOR access:

856 41 #u

<http://www.jstor.org/journals/10624783.html>

### - Electronic Location and Address (856 field):

- Verify that any URLs, email addresses, etc., in the 856 field(s) actually work or are still current.
- Delete any 856 fields and associated notes that do not apply to your institution or edit the field(s) to reflect your institution's mode of electronic access.
- In the example, the record found in OCLC contains an electronic address to access the title through UMI ProQuest. If your access is through another provider such as JSTOR, change the 856 field to point to the JSTOR access.

## Edits for Serials Control:

- country of publication:

Country of publication: inu

130 0- #a Camera obscura (Berkeley, Calif.)

245 00 #a Camera obscura.

260 -- #a [Berkeley, Calif. : #b Camera Obscura  
Collective, #c c1976-

500 -- #a Published: Baltimore, MD : Johns Hopkins  
University Press, <May 1990>-Sept. 1991; Bloomington,  
IN : Indiana University Press, Jan. 1992-

### Edits Important for Serials Control

- Country of Publication Code (fixed field)

- If the piece in hand contains a later place of publication on it than appears in the cataloging copy, do not change the 260 subfield "a" place of publication. Instead add a 500 note indicating the variation if it is considered important.

- Additionally, change the country of publication code in the fixed field to correspond to the current country of publication even though that means that it does not match the 260 subfield "a" information.

- In the example, the place of publication changed to Bloomington, Indiana in 1992. This change is noted in a 500 note and the Country of Publication fixed field is updated. The original 260 remains unchanged.



## Edits for Serials Control (cont'd):

### ◆ ISSN (022 field)

**022 0- #a 1050-5121**

#### - ISSN (022 field):

- Add the ISSN appearing on a piece in hand to the record if it is not already there.
- Note that the ISSN is sometimes printed incorrectly on pieces and it is worthwhile to verify it by searching in a utility such as OCLC or RLIN.
- If the publisher or printer has printed an incorrect ISSN on the serial, enter it in subfield y.
- This can be especially helpful for serial orders and check-in staff if the 022 field is indexed in your system and can be used for quick lookups of bibliographic records for order maintenance and check-in activity.

## Edits for Serials Control (cont'd):

- current frequency field (310):

- record before change:

**Fixed field frequency: f**

**310 -- #a Semiannual**

- record after change:

**Fixed Field Frequency: q**

**310 -- #a Quarterly, #b 1997-**

**321 -- #a Semiannual, #b -1996**

- Current Frequency Field (310):

- Journals often change publishing frequency and you may wish to keep the current frequency field up to date as well as the fixed field frequency code.

- This can help your check-in staff determine prediction patterns and certainly assists public services staff since the 310 field may provide an eye-readable note in the online catalog unlike the coded data in the fixed field.

- Optionally, you may maintain a history of frequency changes by adding 321 fields as shown above.

The frequency is critical for publication patterns. Note that many CONSER records contain publication patterns in field 891 for the current as well as older patterns.

## Edits for Serials Control (cont'd):

### ◆ numbering (362 field):

**362 0- #a Vol. 1-v.110 ; 1997-**

**362 0- #a Vol. 1 (1920)-v. 25 (1945) ; new ser., v.  
1 (1946)-**

**362 0- #a No. 1-no. 55 ; v. 1, no. 1 (May 1998)-**

**362 0- #a 1985-1995 ; v. 1 (1996)-**

**515-- #a Issues for May 1998- called issue no. 5-**

**362 0 Vol. 1, no. 1 (Jan. 1990)-v. 10, no. 12 (Dec.  
2000) ; [new ser.], v. 1, no. 1 (Jan. 2001)-**

- Numbering schemes for serials also often change; e.g., volume numbering is dropped and replaced with whole numbering; volume numbering begins over from one and a new series designation appears; enumeration disappears altogether and is replaced with chronological designation only.

- Noting these changes in the 362 field can be helpful for binding, check-in and orders staff as well as for patrons, however it is only given for successive numbering schemes that begin again with no. 1 or change from date to numbering or vice versa. If the numbering continues, but the caption is somewhat different, explain in a 515 note.

A major change from past practice is that when numbering begins again with the same scheme, without the use of “new series”, the cataloger will supply “new ser.” and add subsequent numbering in field 362. In the past, a new record would have been created.

## Editing Pre-AACR2 Records:

Type: a   ELvl:   Srce: d   GPub: i   Ctrl:   Lang: eng  
BLvl: s   Form:   Conf: 0   Freq: f   MRec:   Ctry: et  
S/L: 0   Orig:   EntW:   Regl: r   ISSN:   Alph: a  
Desc:   SrTp:   Cont:   DtSt: d   Dates: 1961,1976  
245 00 #a Economic bulletin for Africa.  
260 -- #a [Addis Ababa] #a New York, #b United Nations.  
300 -- #a 12 v. #b ill. #c 28 cm.  
362 0- #a v. 1-12, no. 1; Jan. 1961-1976.  
785 00 #t African economic and social review #w (DLC)  
97982101 #w (OCoLC)38051678

### Editing Pre-AACR2 Records

Close a title that has ceased using the style of the pre-AACR2 record in the 362 field. In the example above, the format of the 362 field is not changed to close the record. The pre-AACR2 style is continued.

## Do Not Edit:

- ◆ "minor" changes in place of publication that do not affect the 008 fixed field coding for Country of Publication; e.g., changes in city, but not state or country of publication
- ◆ numerous numbering peculiarities (515 fields)
- ◆ numerous former frequency notes (321 fields)
- ◆ variations in subtitle or other title information

### **What Not to Edit**

- "Minor" changes in place of publication that do not affect the 008 fixed field coding for Country of Publication; e.g., changes in city, but not state or country of publication.
- Numerous numbering peculiarities (515 fields).
- Numerous former frequency notes (321 fields)
- Variations in subtitle or other title information

## Latest issue consulted note and field 936

- Most CONSER records contain 936 fields with the latest issue consulted.
- The revised AACR now calls for this to be a note (500).
- You may want to convert this information in your records or you may decide not to.
- CONSER catalogers will change records on OCLC as they are encountered.

Trainers: you may want to ask participants whether they will find this data useful in their records. There is no mandate that they add this data locally. But they should be aware that AACR now calls for it as a note in the record.

# Editing MARC Tagging

- obsolete fields do not have to be changed
- up to your local policy
- for e-serials, change format from cf to serial
- *CEG* gives field-specific information on what to change

## Editing MARC Tagging

- Editing tags or content designation that have become obsolete is a matter of local policy (e.g., 265, 350, subfield v, etc.).
- One change that is important is changing an electronic serial from computer file to serials format (see session 8).
- For specific information, refer to the *CONSER Editing Guide*.

# Summary

- Compare the pieces in hand with copy selected to determine whether changes have occurred
- Limit editing to:
  - Critical edits (major changes, etc.)
  - Fields that affect access
  - Fields that affect serials control
- When possible, edit pre-AA2 records in the style of the record



## **Session 6: Exercises**

### **Part A**

Compare the bibliographic information about the issue in hand given in the following pages with the copy provided and indicate any editing necessary. The copy may not include all MARC tags.

### **Part B**

Edit the copy provided to indicate cessations based on the information provided.

**Part A**

Example 1

Top of page [1]:

vol. 20 nos. 2-4 december 1998

newsletter of the

# North Carolina Folklore Society

Hiddenite Center

Box 311

Hiddenite, NC 28636-0311

Type: a ELvl: Src: d GPub: Ctrl: Lang: eng  
 BLvl: s Form: Conf: 0 Freq: q MRec: Ctry: neu  
 S/L: 0 Orig: EntW: Regl: x ISSN: 1 Alph: a  
 Desc: a SrTp: p Cont: DtSt: c Dates: 1977,9999  
 010 -- #a 97-645992 #z sn86-14420  
 040 -- #a NSD #c NSD #d NST #d IXA #d DLC  
 012 -- #i 9710 #l 1 #z d  
 022 0- #a 0888-6121  
 042 -- #a nsdp #a lc  
 043 -- #a n-us-nc  
 050 00 #a GR110.N8 #b N49 #u <AFC>  
 082 1- #a 390 #2 11  
 210 0- #a Newsl. N.C. Folk. Soc.  
 222 -0 #a Newsletter of the North Carolina Folklore Society  
 245 00 #a Newsletter of the North Carolina Folklore Society.  
 260 -- #a Boone, NC : #b The Society, #c 1977-  
 265 -- #a N.C. Folklore Society, % Dept. of English, Appalachian State  
 University, Boone, NC 28608 {265 obsolete; use 037}  
 300 -- #a v. ; #c 28 cm.  
 310 -- #a 3 or 4 no. a year, #b 1986-  
 321 -- #a Irregular, #b 1977-1985  
 362 0- #a Vol. 1, no. 1 (5 Feb. 1977)-  
 500 -- #a Title from caption.  
 515 -- #a Some issues do not have a numeric designation.  
 650 -0 #a Folklore #z North Carolina #v Periodicals.  
 610 20 #a North Carolina Folklore Society #v Periodicals.  
 651 -0 #a North Carolina #x Social life and customs #v Periodicals.  
 710 2- #a North Carolina Folklore Society.  
 850 -- #a DLC #a DeU #a MiDW #a TxU #a UU #a ViBlbV  
 890 -- #a North Carolina Folklore Society. Newsletter.  
 936 -- #a Vol. 18, no. 3 (July 1996) LIC

Indicate which field(s) would need editing and which fields you would add to the record above.

1. Even though the city of publication has changed, the state has not so this would not be noted nor would the fixed field Country of Publication code change.

Example 2

Cover:



Page [5] table of contents:

Conscious Choice © is published bimonthly by Conscious Communications, Inc. 920 N. Franklin, Suite 202, Chicago, IL 60610.

Page 6 editorial matter sidebar:

Conscious Choice was created in 1988 to encourage people to take personal responsibility in their lives.

Type: a ELvl: I Srce: d GPub: Ctrl: Lang: eng  
BLvl: s Form: Conf: 0 Freq: b MRec: Ctry: ilu  
S/L: 0 Orig: EntW: Regl: r ISSN: Alph: a  
Desc: a SrTp: p Cont: DtSt: c Dates: 1992,9999  
245 00 #a Conscious choice.  
260 -- #a Chicago, IL : #b Conscious Choice,  
300 -- #a v. : #b ill. ; #c 35 cm.  
310 -- #a Bimonthly  
500 -- #a Description based on: v. 5, no. 6 (Nov./Dec. 1992) ; title from  
cover.  
500 -- #a "Resources for responsible decision making."  
650 -0 #a Holistic medicine #v Periodicals.  
650 -0 #a Alternative medicine #v Periodicals.  
650 -0 #a Health #v Periodicals.  
650 -0 #a Social ecology #v Periodicals.

Indicate which field(s) would need editing and which fields you would add to the record above.

1. The fixed field dates can be edited to reflect that the publisher states the beginning date in the sidebar on page six.
2. A 362 field can be added to reflect the beginning date.
3. The word in the 500 quoted note no longer appears on the piece but could be left in the record.

Example 3

Cover:



Table of contents page:

***Ebony*** incorporating ***Black World Magazine*** (ISSN 0012-9011)  
July 1998 Vol. LIII, No. 9

Masthead:

Vol. LIII, No. 9 July 1998  
Publisher: John H. Johnson  
Printed in USA

Type: a ELvl: Srce: d GPub: Ctrl: Lang: eng  
 BLvl: s Form: Conf: 0 Freq: m MRec: Ctry: ilu  
 S/L: 0 Orig: EntW: Regl: r ISSN: 1 Alph: a  
 Desc: SrTp: p Cont: DtSt: c Dates: 1945,9999  
 010 -- #a 52-42074  
 022 0- #a 0012-9011  
 040 -- #a MnMULS #c MnMULS #d CtY #d NSDP #d DLC #d NSDP #d DLC  
 #d OcoLC #d NST #d AIP #d NSDP #d AIP #d NST #d NSDP #d NST #d NSDP  
 #d OcoLC #d OCU-M  
 042 -- #a nsdp #a lc  
 043 -- #a n-us---  
 050 00 #a AP2#b.E165  
 210 0- #a Ebony  
 222 -0 #a Ebony  
 245 00 #a Ebony.  
 260 -- #a [Chicago, #b Johnson Pub. Co., etc.]  
 265 -- #a 820 South Michigan Ave., 60605  
 300 -- #b ill., ports.#c35 cm.  
 350 -- #a \$10.00 (U.S.) #a \$11.00 (foreign)  
 362 0- #a v. 1- Nov. 1945-  
 515 -- #a Some irregularities in numbering; some numbers in vol. 29 incorrectly  
 numbered vol. 30.  
 650 -0 #a African Americans #v Periodicals.

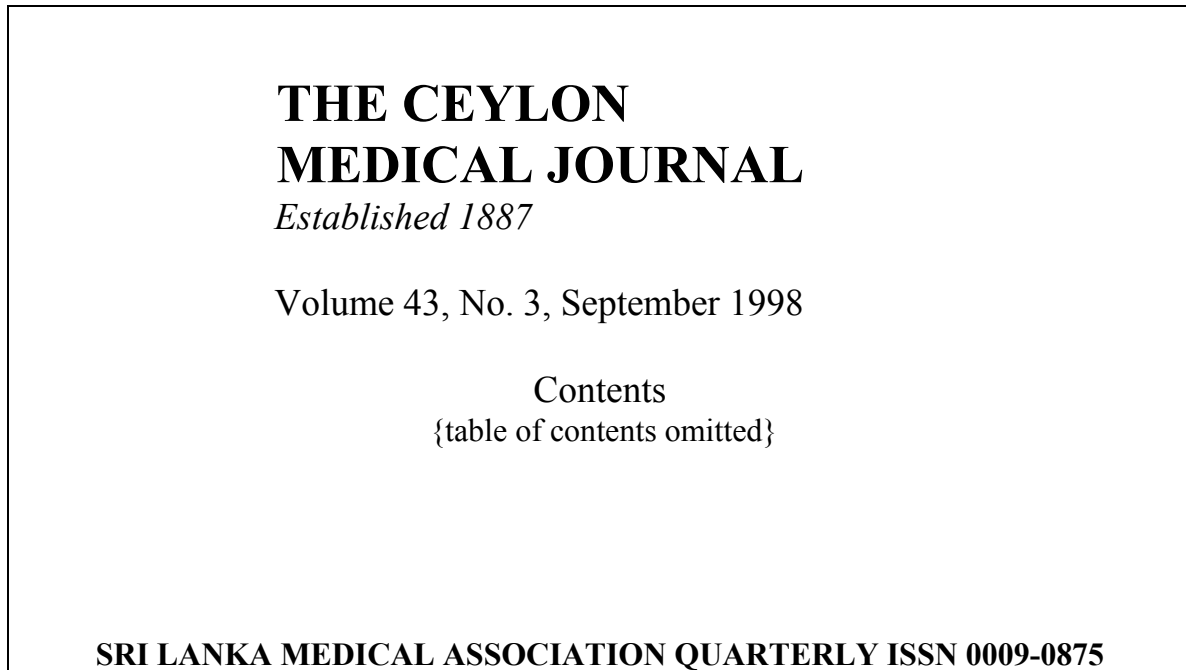
Indicate which field(s) would need editing and which fields you would add to the record above.

There is new information about a title that has been absorbed: Black World Magazine. A linking entry could be made to reflect this new data.

Note the confusing placement of the ISSN after the related title and not with the title to which it belongs.

Example 4

Cover:



Page 128:

Published by  
The Sri Lanka Medical Association  
Colombo  
Sri Lanka



Type: a ELvl: Sree: d GPub: Ctrl: Lang: eng  
BLvl: s Form: Conf: 0 Freq: q MRec: Ctry: ce  
S/L: 0 Orig: EntW: Regl: r ISSN: z Alph:  
Desc: SrTp: p Cont: DtSt: c Dates: 1952,9999  
010 -- #a sn 86-12860  
022 -- #a 0009-0875  
040 -- #a MnMULS #c MnMULS #d CU-UC #d RCS # dAIP #d NST  
042 -- #a nsdp  
060 0- #aW1 CE945  
210 0- #a Ceylon med. j.  
222 -0 #a Ceylon medical journal  
245 00 #a Ceylon medical journal.  
260 -- #a Colombo, #b Ceylon Medical Association.  
362 0- #a new series, v. 1- May 1952-  
650 -0 #a Medicine #v Periodicals.  
710 20 #a Ceylon Medical Association.  
780 02 #a British Medical Association. Ceylon Branch. #t Journal

Indicate which field(s) would need editing and which fields you would add to the record above.

The piece in hand has a later form of the corporate body's name. This is an AACR1 record and description is based on the latest issue. Thus the publisher is changed and the earlier publisher is given in a 550 note. An added entry is added for the new publisher.

Example 5

Cover of the April 1999 print issue in hand:



Table of Contents page:

April 1999

Popular  
Science

Founded in 1872 \* Volume 254 \* Number 4

ISSN 0161-7370

## Record 2

Type: a ELvl: Sree: d GPub: Ctrl: Lang: eng  
BLvl: s Form: Conf: 0 Freq: m MRec: Ctry: nyu  
S/L: 0 Orig: EntW: Regl: r ISSN: 1 Alph: a  
Desc: a SrTp: p Cont: DtSt: c Dates: 1950,9999  
010 -- #a 81-640658 #z sc78-900 #z sn78-4685  
022 0- #a 0161-7370  
042 -- #a lc #a nsdp  
050 00 #a AP2 #b .P8  
082 -- #a 505  
130 0- #a Popular science (New York, N.Y.)  
210 0- #a Pop. sci. #b (N.Y. N.Y.)  
222 -0 #a Popular science #b (New York, N.Y.)  
245 00 #a Popular science.  
246 13 #a Popular science monthly  
260 -- #a [New York, N.Y. : #b Popular Science Pub. Co., #c 1950-  
265 -- #a Popular Science, Box 2871, Boulder, CO 80322  
300 -- #a v. : #b ill. ; #c 24-29 cm.  
310 -- #a Monthly  
362 0- #a [Vol. 157, no. 1] (July 1950)-  
500 -- #a Title from cover.  
500 -- #a Publisher varies: Times Mirror Magazines, <Mar. 1986->  
530 -- #a Available also in microform.  
650 -0 #a Science #v Periodicals.  
650 -0 #a Technology #v Periodicals.  
650 -2 #a Science #v periodicals.  
650 -2 #a Technology #v periodicals.  
780 00 #t Popular science monthly (New York, N.Y. : 1900) #w (DLC)  
01008317 #w (OCoLC)4179801  
936 -- #a Vol. 228, no. 3 (Mar. 1986) LIC

Indicate which field(s) would need editing and which fields you would add to the record above.

In this case there is no editing that would be necessary.

Example 6

Cover:

THE SATURDAY  
EVENING POST

Founded A.D. 1728 by Benjamin Franklin

March/April '99

Table of contents:

THE SATURDAY  
EVENING POST

Founded A.D. 1728 by Benjamin Franklin

March/April 1999 Vol. 271, No. 2

*The Saturday Evening Post* (ISSN: 0048-9239) is published bimonthly by the Benjamin Franklin Literary & Medical Society, Inc., at 1100 Waterway Boulevard, P.O. Box 567, Indianapolis, IN 46202.

Type: a   ELvl:     Srce: d   GPub:     Ctrl:     Lang: eng  
 BLvl: s   Form:     Conf: 0   Freq: b   MRec:     Ctry: inu  
 S/L: 0   Orig:     EntW:     Regl: r   ISSN: 1   Alph: a  
 Desc: a   SrTp: p   Cont:     DtSt: c   Dates: 1839,9999  
 010 -- #a 55-19956//r84  
 022 0- #a 0048-9239  
 042 -- #a lc #a nsdp  
 050 00 #a AP2 #b .S2  
 082 0- #a 051 #2 19  
 130 0- #a Saturday evening post (Philadelphia, Pa. : 1839)  
 210 0- #a Saturday evening post #b (1839)  
 222 -4 #a The Saturday evening post #b (1839)  
 245 04 #a The Saturday evening post.  
 246 10 #a United States Saturday post  
 260 -- #a Philadelphia : #b G. Graham, #c 1839-  
 265 -- #a Benjamin Franklin Literary & Medical Society, 1100 Waterway  
 Blvd., P.O. Box 567, Indianapolis, IN 46202  
 300 -- #a v. : #b ill. ; #c 27-79 cm.  
 310 -- #a Bimonthly, #b <Nov./Dec. 1991->  
 321 -- #a Frequency varies, #b 1839-<July/Aug. 1980>  
 362 0- #a Vol. 18, no. 954 (Nov. 9, 1839)-  
 500 -- #a Published: Curtis Pub. Co., <1899->; Indianapolis, Ind. :  
 Saturday Evening Post Society, 1971-  
 500 -- #a Some numbers around 1842-1843 have title: United States Saturday  
 post.  
 500 -- #a Title from caption.  
 515 -- #a Vol. numbering omitted Nov. 3, 1855-<July 7, 1877>.  
 515 -- #a Vol. numbering changed from v. 77 to v. 170, no. 31 with Jan.  
 29, 1898 issue.  
 515 -- #a Suspended publication Feb. 9, 1969-spring 1971.  
 515 -- #a Issues for summer and autumn 1971 unnumbered but constitute v.  
 243, no. 1-2.  
 651 -0 #a Philadelphia (Pa.) #v Newspapers.  
 752 -- #a United States #b Pennsylvania #c Philadelphia #d Philadelphia  
 780 00 #t Atkinson's evening post and Philadelphia Saturday news #w  
 (OCoLC)10312674 #w (DLC)sn 84026167  
 780 05 #t Country gentleman #x 0147-4928 #w (DLC) 77649610 #w  
 (OCoLC)3175159  
 936 -- #a v. 263, no. 7

Indicate which field(s) would need editing in the record above.

1. The current publisher can be added to the 500 note.

Example 7

Cover:

The Smart Museum of Art

**BULLETIN**

1996-1997

Page [1]:

**The Smart Museum of Art Bulletin**  
**1996-1997**

The David and Alfred Smart Museum of Art  
The University of Chicago

Page [2]:

Volume 8, 1996-1997

Copyright ©1998 by the David and Alfred  
Smart Museum of Art, The University of  
Chicago, 5570 South Greenwood Avenue,  
Chicago, Illinois, 60637.

ISSN: 1099-2413

Type: a   ELvl: 7   Sree: d   GPub:   Ctrl:   Lang: eng  
BLvl: s   Form:   Conf: 0   Freq: a   MRec:   Ctry: ilu  
S/L: 0   Orig:   EntW:   Regl: r   ISSN: 1   Alph: a  
Desc: a   SrTp:   Cont:   DtSt: c   Dates: 1996,9999  
010 -- #a sn98-2137  
040 -- #a NSD #c NSD  
022 0- #a 1099-2413  
037 -- #b David and Alfred Smart Museum of Art, Univ. of Chicago, 5550  
S. Greenwood Ave., Chicago, IL 60637  
042 -- #a nsdp #a lcd  
082 10 #a 708 #2 12  
210 0- #a Smart Museum Art bull.  
222 -4 #a The Smart Museum of Art bulletin  
245 04 #a The Smart Museum of Art bulletin.  
260 -- #a Chicago, Ill. : #b The Museum, University of Chicago, #c c1997-  
300 -- #a v.  
310 -- #a Annual  
362 0- #a Vol. 7 (1995-1996)-  
710 2- #a David and Alfred Smart Museum of Art.  
780 00 #t Bulletin (David and Alfred Smart Museum of Art) #x 1067-8808  
#w (DLC) 93644233  
936 -- #a vol. 8 (1996-1997) LIC

Indicate which field(s) would need editing and which fields you would add to the record above.

1. The Encoding level can be changed to I (or blank if CONSER library) from "7" (Minimal level).
2. The physical description could be completed, although this is not critical.
3. Subject headings should be added to the record.
4. The earlier title link should be checked against your catalog to see if you hold the title and if so, whether the form of the linking entry matches.

Note that that publishing statement has the abbreviated form: The Museum which is now not used. This does not need to be changed, unless you wish to do so to provide better access through the 260 field.

**Part B**

Edit the copy provided to indicate cessations based on the information provided.

Example 1:

It is known from an external source (vendor, publisher, etc.) that the title ceased publication in 1986. Volume and issue numbering are not known and the last issue in hand was published in 1985.

```
Type: a   ELvl: I   Srce: d   GPub:   Ctrl:   Lang: eng
BLvl: s   Form:   Conf: 0   Freq: f   MRec:   Ctry: ie
S/L: 0   Orig:   EntW:   Regl: r   ISSN:   Alph: a
Desc: a   SrTp: p   Cont:   DtSt: d   Dates: 1969,1986
040 -- #a YUS #c YUS #d NYG #d HUL
022 -- #a 0047-1437
043 -- #a e-ie---
090 -- #a CS2410 #b .I73
092 -- #a 929.109415 #b I68
245 04 #a The Irish ancestor.
260 -- #a [Dublin : #b s.n., #c 1969-
300 -- #a v. : #b ill. ; #c 24 cm.
310 -- #a Semiannual
362 0- #a Vol. 1, no. 1 (1969)-
362 1- #a Ceased in 1986.
500 -- #a Title from cover.
525 -- #a Some numbers accompanied by supplements.
651 -0 #a Ireland #x Genealogy #v Periodicals.
```

**Points to mention:**

The Dates and Date Status fixed fields are updated.  
 An unformatted 362 field is added to close the record.  
 The unformatted 362 field has been added.



Example 2:

You have issue number 3 published in 1986 in hand and the publisher has informed you that this is the last issue.

Type: a   ELvl:   Srce: d   GPub:   Ctrl:   Lang: eng  
BLvl: s   Form:   Conf: 0   Freq: a   MRec:   Ctry: xxu  
S/L: 0   Orig:   EntW:   Regl: r   ISSN: 1   Alph: a  
Desc:   SrTp:   Cont:   DtSt: d   Dates: 1977,1986  
010 -- sc80-1467  
040 -- #a COO #c COO #d HUL #d DLC #d NSD #d OCL #d NST #d HUL #d NST  
022 0- #a 0278-3614  
041 0- #a engfre  
042 -- #a lc #a nsdp  
043 -- #a e-fr---  
090 -- #a JV1801 #b .F87  
210 0- #a Fr. colon. stud.  
222 -0 #a French colonial studies  
245 00 #a French colonial studies.  
246 11 #a Etudes coloniales françaises #f spring 1977  
260 -- #a [s.l.] #b French Colonial Historical Society, #c 1977-1986.  
300 -- #a 3 no. #c 22 cm.  
310 -- #a Annual  
362 0- #a no. 1-3  
500 -- #a Spring 1977 issue has title also in French: Etudes coloniales françaises.  
546 -- #a English or French.  
710 2- #a French Colonial Historical Society.  
936 -- #a 1978

**Points to mention:**

The Date and Data Status fixed fields are updated.

The 260 subfield c publication date is closed.

The number of issues is completed in the 300 subfield a, physical description field.

The designation is closed in the 362 field.



Session 7:  
When do I Need a New Record?  
  
What constitutes a major title change?  
  
What other situations require a new  
record?  
  
How do I close out a title that has  
ceased?  
  
How do I link records?

### **References**

The trainer may want to review the following sources:

***CONSER Cataloging Manual, Modules 14 and 16.***

***CONSER Editing Guide, Section E, Linking Entry fields.***

### **Warm Up Exercises**

See Appendix G for suggestions.

### **Questions for the Session**

The objectives of this session are to help the participants identify title changes in serial publications, close out dead title records, and set up new title records. To that end the material in this session is focused on answering these questions:

What constitutes a title change?

What other situations require a new record?

How do I close out a title that has ceased?

How to I link records?

## Decision Process for determining major title changes:

1. See AACR2: 21.2A1-2, 21.2C1, 21.3B, and related LCRIs.
2. Did the publisher really intend to change the title?
3. Look at all the issues in hand.
4. Check in cooperative cataloging databases such as OCLC or RLIN.

### Decision process for title changes

1. For AACR2 cataloging, see rules 21.2A1-2, 21.2C1, 21.3B and related LCRIs. Note that there are important new changes that were added in the 2002 revision.
  2. Did the publisher really intend to change the title? Look at any introductory text to see if there is a publisher's statement. **Remember that in "case of doubt", consider the change to be minor.** (AACR2 21.2A1). {This is new!}
  3. Look at all the issues in hand. If you have more than one issue it may be apparent that there really is a change or that just one issue varies for some reason.
  4. Check in cooperative cataloging databases such as OCLC or RLIN. Remember, however, that catalogers may have created records from different issues than you have in hand.
- The most common title changes occur when "words that affect access or that change the meaning or scope of the title are added, changed or rearranged, or dropped" (CCM, Module 16, p.6).

## Major and minor changes

- AACR2 uses the concepts of “major change” and “minor change” as follows:
  - A major change is a change that requires a new record
  - A minor change does not require a new record and can be noted in the record when important

The concepts of “major” and “minor” changes have been added to AACR2 and provide convenient terminology. Catalogers should no longer use “title change” to refer to all situations in which a new record is needed because major changes are not limited to changes in title.

# Major and minor changes

- Major changes include:
  - Major changes in title
  - Changes in corporate body main entry or corporate body uniform title qualifier
  - Edition statement (in some cases)
  - Physical medium
- Minor changes include:
  - Minor title changes
  - Numbering
  - Edition statement (in some cases)
  - Other changes to uniform title qualifiers

## Changes in title proper

## A few considerations

- Consider only the title proper (#a, #n, #p)
  - changes to other title information do not matter!
- When considering whether a title has changed, always test it against the title proper (field 245)
  - Not against the latest variant in 246!

Trainers: These are two points that are important to make.

Only the title proper is considered when deciding whether a title has changed.

Test the title against the title in the 245 field in the record. If there have already been minor variations, it is tempting to test the new change against the most recent title. But this may not be the title in the 245 field.



## Major title changes (21.2A1)

- 1. Changes that occur in the first five words (or six when initial article)
- (Note: there are many new exceptions to this rule in the minor change rule!)

The vocational guidance quarterly ➡ Career development quarterly

Iowa historical record ➡ Iowa journal of history

Chemical engineering and mining review ➡ Mining & chemical engineering review

AACR2 now has two rules that cover title changes. 21.2A1 covers major changes. 21.2A2 covers minor changes. The second rule consists of exceptions to the first, so the two rules MUST be used together!

Note that when counting the first 5 (or 6) words, count all words, not just the important ones!

## Major title changes (cont.)

- 2. Changes occur after the first five words that change the meaning of the title or the scope of the serial.

The best bed & breakfast in the world ➡ The best bed and breakfast in England, Scotland, & Wales

World meetings. Social & behavioral sciences, education & management ➡

World meetings. Social & behavioral sciences, human services & management

## Major title changes (cont.)

- 3. The name of the corporate body given in the title changes (note: the change would require a new heading)

Reports of the Institute of **High Speed Mechanics**,  
Tohoku University



Reports of the Institute of **Fluid Science**, Tohoku  
University

## Minor title changes (21.2A2)

- AACR2 21.2A2 lists 9 categories of minor changes
- Some of these are exceptions to the major change rule
- Three of these are new:
  - Change in corporate body at beginning of title (category c)
  - Words in a list (category h)
  - Words denoting type of resource (category i)

The minor change rules include the rules that were in the previous version of AACR2, the LCRIs, and three new/revised rules. The complete text of the rule is given with the exercises.

In this session, we will first focus on the most important provisions.

## Minor title changes: 21.2A2

- Includes 9 provisions
  - Category a. Representation of a word
  - Category b. Articles, prepositions, conjunctions
  - Category c. Name of corporate body
  - Category d. Punctuation
  - Category e. Order of titles (parallel titles)
  - Category f. Words linking to numbering
  - Category g. Fluctuating titles
  - Category h. Words in a list
  - Category i. Words that denote type of resource

There are nine provisions for minor title changes. Those that have been changed in some way or are new are highlighted.

## Minor title changes: category a

- Changes in the representation of a word or words
  - Includes case, plural vs. singular, spelled out vs. abbrev., space vs. hyphen, etc.
  - Now also includes acronyms and initialisms vs. full form

## Examples of category a

Openhouse ➡ Open house

Africa news ➡ African news

Fishery report ➡ Fisheries report

Saint Paul report ➡ St. Paul reporter

Los Angeles woman ➡ LA woman

ADC electronic news ➡ ADC e-news

## Minor title changes: category c

- Name of *same* corporate body is:
  - added or dropped anywhere in the title
  - Or parts of the hierarchy are added/dropped
  - Or the form of the name is changed (e.g., from full to abbreviated form)
- Also included:
  - Names of officials
  - Recipients of reports

The former rule just included the addition or deletion of the body from the end of the title. Now the rules includes additions or deletions anywhere in the title. The word “same” is important. It refers to the fact that the body has not changed or changed its name, which would constitute a major change.

In other words, there is no significant change in the title, only in the way in which the publisher has presented the body on the title page.

This rule should result in far fewer changes for annual and other administrative reports.



## Examples of category c

London ➡ Bantam's London

ONS newsletter ➡ Newsletter

Amalgamated Engineering Union monthly ➡ AEU monthly

Department of Forestry annual report ➡ Forestry  
Department annual report

Biennial report ➡ Biennial report to the Governor and  
Legislature

But not:

Europe through the back door ➡ Rick Steve's Europe  
through the back door

The first example is a case where the publisher has added his name at the beginning of the title. The publisher hasn't changed, in this case, so it is the same corporate body being added to the title.

In the second example, the body's abbreviation is dropped; in the third, the full name changes to an abbreviation. In the next example, the words of the name are rearranged.

The fifth example is a case where the recipient of a report has been added.

Since the rule covers only corporate bodies, personal names are not included. Thus the addition of Rick Steve constitutes a major change, unless the name can also be considered to be a publisher. In this case, the publisher is John Muir.

## Minor title changes: category h

- Addition to, deletion from, or change in the order of words in a list anywhere in the title, provided that there is no significant change in the subject matter
- LCRI: consider a list to consist of at least 3 or more terms.

This rule may be somewhat difficult to apply at first. Keep in mind that it was written for long lists of names, places, or things, that are slightly changed over time without significantly changing the nature of the serial.

The fewer items there are in the list, the more likely it is that there is a significant change in the scope of the serial.

## Examples of category h

Quarterly returns of trade for the ports of Jenchuan, Chinnampo, Kunsan, Mokpo, Fusan, Masampo, Wonsan, and Songchin ■■■▶

Quarterly returns of trade for the ports of Chemulpo, Chinnampo, Kunsan, Mokpo, Fusan, Masampo, Wonsan, and Songchin

Cook's business directory covering Canberra—special new section, Northern Territory, West Australia, Queensland, Tasmania, New South Wales, Victoria, South Australia, New Zealand ■■■▶

Cook's business directory covering Canberra—special section, Northern Territory, Tasmania, Queensland, South Australia, West Australia, Victoria, New South Wales, New Zealand

In the first example, Jenchuan is dropped and Chemulpo is added. Because there are so many cities, the addition and deletion of one does not significantly change the scope of the serial.

In the second example, the order of the names has been changed but all remain.

## Minor title changes: category i

- Addition or deletion anywhere in the title of words that indicate the type of resource such as “magazine,” “journal,” or “newsletter”
- Note: consider also changes in the placement of such words
- Not included:
  - changes from one word to another
  - words that indicate frequency

This rule was written to cover situations where words such as “magazine” or “report” are added or dropped at the end of the title. Because such words may appear at the beginning of the title in other languages, it was agreed that such changes occurring at the beginning of the title would also be considered minor. A further provision will be added for the same word being given in a different place in the title (similar to the corporate body rule).

If the word indicating type of resource changes, however, to another word, consider that to be a major change.

Also note that frequency words are not included here.

## Examples of category i

Outlook ➡ Outlook magazine ➡ Outlook

Active projects ➡ Active projects report

Brasileiras & brasileiros ➡ Jornal brasileiras & brasileiros

Organic chemistry review ➡ Organic chemistry ➡ Review of organic chemistry

But not:

Atlantic ➡ Atlantic monthly

SFRA review ➡ SFRA newsletter

Biennial report ➡ Annual report

The first two examples involve changes at the end of the title. The third example shows a case where the change occurs at the beginning of the title.

The fourth example has two changes: the first is a dropping of the word review, the second is a rearrangement of the word review. Note that the latter case is not currently included in the rule but in an LCRI.

Unfortunately, the addition, deletion or change of words that indicate frequency are not included in this rule. Nor is a change from one word to another. In both cases, it was decided that such a change might denote a more significant change in the serial.

## Other minor title changes

- Category b: Article, preposition, or conjunction is added, deleted, or changed anywhere in the title
  - Annual report of pipeline safety ➡ Annual report on pipeline safety
- Category d: The only change is one of punctuation
  - GBB ➡ G.B.B.

## Other minor title changes

- Cat. e: changes in the order of titles when there are parallel titles
  - South African medical journal = Suid Afrikaanse tydskrif vir geneeskunde
    - Changes to:  
Suid Afrikaanse tydskrif vir geneeskunde = South African medical journal
- However, if the title chosen as title proper is dropped, consider the change to be major

## Other minor title changes (Cont.)

- Cat. f: Words linking the title to the numbering are added, deleted, changed
  - Annual report 2000
  - Annual report for 2001
- Cat. g: Fluctuating titles

245 00 Daily gleaner.

246 1- #i Sunday issues have title: #a Sunday gleaner

Category f includes minor changes that involve the words that link the title to the numbering.

Category g includes titles that are used on different issues according to a regular pattern. These are referred to as fluctuating titles. Sometimes, fluctuating titles can only be determined in retrospect.

Note that the CONSER Cataloging Manual also mentions two other situations: title flip-flops and titles of short duration. A title flip-flop is where the title changes, then changes back to its original title. In most cases, these are considered to be major changes. Only in cases where you are cataloging retrospectively and can see that the change only occurred on a few issues, can it be considered minor. These cases are referred to as “titles of short duration.”



## Other major changes

- Corporate bodies in main entry and uniform title qualifiers
- Physical medium
- Edition statement

## Changes in corporate body main entry

## Corporate body main entry changes

**Changes in the main entry that require a new heading are major changes**

**record 1: 110 2- #a International Harvester Company.  
245 10 #a Annual report  
785 00 #a Navistar International  
Corporation. #t Annual report**

**record 2: 110 2- #a Navistar International  
Corporation.  
245 10 #a Annual report  
780 00 #a International Harvester Company.  
#t Annual report**

### **B. Changes in the Main Entry (AACR@ 21.3B, LCRI 25.5B)**

- A new record is created if the main entry for a serial is a person or corporate body and the name changes even though the title proper remains the same. See example above.

## Changes in uniform title qualifiers

## Major change: corporate body qualifier

**record 1: 130 0- #a Technical bulletin (Illinois. Dept. of Conservation)**

**245 00 #a Technical bulletin**

**785 00 #t Technical bulletin (Illinois. Division of Game Management)**

**record 2: 130 0- #a Technical bulletin (Illinois. Division of Game Management)**

**245 00 #a Technical bulletin**

**780 00 #t Technical bulletin (Illinois. Dept. of Conservation)**

When the serial is entered under a uniform title that is qualified by a corporate body, a change in the body is considered to be major if:

- it is a new body
- it is a change in the name that would necessitate a new heading for the body

Other changes that may involve a uniform title qualifier and may be major are changes in medium or edition statement, which we will discuss later.

## Minor change: place qualifier

**Most other changes to uniform title qualifiers are minor**

**130 0- #a Critique (Santa Rosa, Calif.)**

**245 00 #a Critique.**

**260 -- #a Santa Rosa, Calif. : #b Banovitch  
Enterprises, #c c1990-**

**500 -- #a Imprint varies: West Vancouver, B.C. :  
Xanthynos Foundation, 1997- .**

Most other changes in uniform title qualifiers are minor. The most frequent change is in the place of publication used as qualifier. While we would not make a new record, the change may be noted in the record to aid in the identification of the serial.

Another qualifier change that is minor is the frequency.

## Changes in physical medium

## Major changes

**Changes that involve the overall medium in the GMD (245 \$h) or the SMD (300 #a) are considered to be major**

130 0- #a Serials directory (Birmingham, Ala.)

245 04 #a The serials directory : #b an international reference book.

Continued by:

130 0- #a Serials directory (Birmingham, Ala. : CD-ROM ed.)

245 04 #a The serials directory #h [electronic resource] : ...

### Changes in Physical Format (LCRI 21.3B)

- A new record is also created whenever the physical format in which the serial is issued changes permanently; i.e., it is no longer issued in paper but only in CD-ROM, online, or microform. See example above.

In general, changes that would require a different general material designation (GMD) or special material designation (SMD) are considered to be major.

Other major changes:

Electronic: from CD-ROM to online or DVD-ROM

Microforms: change from microfilm to microfiche

[Note to trainers: be sure to distinguish between differences in different versions that require separate records vs. changes in a single version. For instance, if a microform is published simultaneously by two different micropublishers, it would require two records. But a change from one micropublisher to another for a single version would be handled by a note.]



## Minor changes

- Changes that do not occur at the level of the GMD (245 #h) or SMD (300 #a) are considered to be minor
  - E.g., for electronics serials: file formats, physical details such as sound, motion, etc.
  - E.g., for microforms: reduction ratio, generation

Minor changes are those that generally occur below the level of the special material designation.

## Changes in edition statement

## Edition statement (LCRI 21.3B)

- Changes in the edition statement that indicate a change in the subject matter or physical medium are major; other changes are minor
  - Major: North American ed. ▣▣▣▣▶ North and Central American ed.
  - Minor: Doctor's ed. ▣▣▣▣▶ Physician's ed.

This is a new condition that has not been addressed in AACR2 (and still isn't!). It is included in an LCRI but will be added to the rules to harmonize with international practices.

## Changes in numbering

## Numbering changes

- ◆ All changes to numbering are minor
- ◆ If the numbering system (field 362) repeats and “new series,” “second series,” etc. not used, supply according to 12.3G.

**362 0- #a Vol. 1, no. 1 (Jan. 1960)-v. 5, no. 6 (June 1964) ; [new ser.] v. 1, no. 1 (July 1964)-**

- ◆ If new numbering scheme:

**362 0- #a No. 1-no. 15 ; v. 1, no. 1-**

### C. Changes in numbering

This is a change from past practice. It allows the cataloger to supply distinguishing wording, such as ‘new ser.’ or similar words in the language of the serial.

Other changes in numbering that involve new schemes are all considered to be minor and are either indicated in field 362 or in a 515 note.

## Closing Out a Record:

- ◆ always record the following:
  - **008 Publication status: code as “d” (dead)**
  - **008 Ending date: code as 1990 (date known); 199u (decade known); or 19uu (century known); etc.**
  - **785 Link to later title**

### Closing Out the Old Record

- Whenever a title has ceased – whether due to a title change or simple cessation of publication – its record should be closed out.
- Always record the following:
  - 008 Publication status: code as “d” (dead)
  - 008 Ending date: code as known date (e.g., 1990), decade known (e.g., 199u), or century known (e.g., 19uu)
  - 785 link to later title

## Closing Out a Record (cont'd):

- ◆ record the following if known:

- **260: closing date in subfield “c” if last piece in hand**

**260 -- ... #c 1978-1996.**

- **300: number of bibliographic volumes**

**300 -- #a 36 v.**

- Record the following if known:

- 260 Closing date of publication in subfield c only if the last piece is in hand (even if the cataloger knows what it is):

**260 -- #a ... #c 1978-1996.**

- The number of bibliographic volumes:

**300 -- #a 36 v.**

## Closing Out a Record (cont'd):

### – 362: closing designation:

#### • formatted note if piece in hand:

**362 0- #a 1963-1983.**

#### • unformatted note if known but piece not in hand:

**362 1- #a Ceased in 1983.**

### - Closing designation:

#### a) formatted note if piece is in hand:

**362 0- #a 1963-1983.**

#### b) unformatted note if know but piece not in hand:

**362 1- #a Ceased in 1983.**



## Linking Records:

- ◆ Referred to as “super notes”
- ◆ 780/785 linking fields most common (earlier/later titles)
- ◆ 580 linking entry complexity note:

**580 -- #a Continues a print publication with the same title.**

### Linking to Earlier/Later Titles (AACR2 12.7B7; Fields 780/785)

- Linking entry fields are sometimes referred to as “super notes” because, in addition to providing a note that a serial has been continued by another, continues another, and so forth, the fields actually link the records in the online catalog. Thus, in some systems, you can search one title and bring up the records for the earlier and later titles as well.
- Linking fields consist of the catalog entry of the related record (subfields #a, #s, and #t); the ISSN (subfield #x); and the related record’s control number (subfield #w).
- Fields 780 (preceding entry) and 785 (succeeding entry) are the most commonly used and are the only mandatory links in the core record, except for field 776 in some formats.
- While “continues” and “continued by” are the most common relationships expressed in the field 780 and 785, serials can also split or merge, absorb others, or be continued in part by another title. All of these relationships are expressed by using the correct second indicator value in the 780/785 fields. For diagrams of these relationships, see the *CONSER Cataloging Manual, Module 14*.
- Field 580 (linking complexity note) is used when the note that would be printed from the 780/785 field is not adequate. Note that subfield I, which is available for other linking fields isn’t available in fields 780 and 785.
- CONSER participants have also used the 580 note anytime that two or more titles are to be included in one note, such as with splits and mergers.

## Example:

<u>Old Title</u>	<u>New Title</u>
<b>008 Publication status d</b> Dates: 1988,1997	<b>008 Publication status c</b> Dates: 1998,9999
<b>245 00 #a African languages and cultures.</b>	<b>245 00 #a Journal of African cultural studies.</b>
<b>260 -- #a London : #b School of Oriental and African Studies, University of London, #c c1988-1997.</b>	<b>260 -- #a London : #b School of Oriental and African Studies, University of London, #c 1998-</b>
<b>362 0- #a Vol. 1, no. 1-v. 10, no. 2 (1997).</b>	<b>362 0- #a Vol. 11, no. 1 (June 1998)-</b>
<b>785 00 #t Journal of African cultural studies</b>	<b>780 00 #t African languages and cultures</b>

This slide shows the earlier record on the left, which has been closed off and linked with field 785 to the later record on the right.

## Summary

- Most major changes involve title changes
- There are three new minor change rules which will reduce the number of new records needed
- Other changes involve corporate bodies, physical media, edition
- Once a major change has occurred, the old record is closed off and linked to the new record
- Fields 780/785 are used to link records with major changes



## Session 7: Exercises

In part A, indicate whether the change is major or minor according to the rules given below. The emphasis in this section is simply on recognizing when a new record is required.

In part B, complete the abbreviated workforms to indicate the tagging and coding of the relevant bibliographic data. The emphasis in this section is on closing out the old record and tagging and coding the bibliographic data in the new record or editing an existing record.

From AACR2:

**21.2A1. Major changes.** In general, for all bibliographic resources except integrating resources, consider as a major change in a title proper the addition, deletion, change, or reordering of any of the first five words (the first six words if the title begins with an article) unless the change belongs to one or more of the categories listed in 21.2A2.

Consider also as a major change the addition, deletion, or change of any word after the first five words (the first six words if the title begins with an article) that changes the meaning of the title or indicates a different subject matter.

Also consider as a major change in title proper a change in a corporate body name given anywhere in the title if it is a different corporate body.

**21.2A2. Minor changes.** In general, consider the following to be a minor change in a title proper:

- a) a difference in the representation of a word or words anywhere in the title (e.g., one spelling vs. another; abbreviated word or sign or symbol vs. spelled-out form; arabic numeral(s) vs. roman numeral(s); numbers or dates vs. spelled-out form; hyphenated words vs. unhyphenated words; one-word compounds vs. two-word compounds, whether hyphenated or not; an acronym or initialism vs. full form; or a change in grammatical form (e.g., singular vs. plural))
- b) the addition, deletion, or change of articles, prepositions, or conjunctions anywhere in the title
- c) a difference involving the name of the same corporate body and elements of its hierarchy or their grammatical connection anywhere in the title (e.g., the addition, deletion, or rearrangement of the name of the same corporate body or the substitution of a variant form)
- d) the addition, deletion, or change of punctuation, including initialisms and letters with separating punctuation vs. those without separating punctuation, anywhere in the title
- e) a different order of titles when the title is given in more than one language in the chief source of information, provided that the title chosen as title proper

- still appears as a parallel title
- f) the addition, deletion, or change of words anywhere in the title that link the title to the numbering
- g) two or more titles proper used on different issues of a serial according to a regular pattern
- h) the addition to, deletion from, or change in the order of words in a list anywhere in the title, provided that there is no significant change in the subject matter
- i) the addition or deletion anywhere in the title of words that indicate the type of resource such as “magazine,” “journal,” or “newsletter” or their equivalent in other languages.

In case of doubt, consider the change to be a minor change.

**Part A**

Indicate whether the following situations constitute a major or minor change. For major changes, indicate the reason; for minor changes, the category under rule 21.2A2 that applies.

	<b>Title 1</b>	<b>Title 2</b>	<b>New Record?</b>
1.	Autograph Collector	Autograph Collector's Magazine	No: cat. i
2.	Report on Public Policy	Report for Public Policy	No: cat. b
3.	China Telex & Fax Directory	China Fax & Telex Directory	Yes: reorder of 1 <sup>st</sup> 5 words
4.	CONSER Program annual report	Annual report of the CONSER Program	No: cat. c
5.	Annual Report 1996/1997	Annual Report for the Fiscal Year 1998	No: cat. f
6.	Annuaire des Statistiques Yearbook of Statistics	Yearbook of Statistics Annuaire des Statistiques	No: cat. e
7.	Year Book	Yearbook	No: cat. a
8.	Television monthly	TV monthly	No: cat. a
9.	IEE Proceedings. Part E, Computers and Digital Techniques	IEE Proceedings. Computers and Digital Techniques	Yes: change in 1 <sup>st</sup> 5 words
10.	Guidebook for France, Italy and Spain	Guide Book for France and Italy	Yes: change in scope
11.	Annual report of Navistar	Annual report	No: cat. c
12.	Guide to travel in Massachusetts: Boston, Salem, Newburyport, Cape Cod and the Islands	Guide to travel in Massachusetts: Boston, Newburyport and the north shore, Cape Cod and the Islands, New Bedford and Fall River	No: cat. h

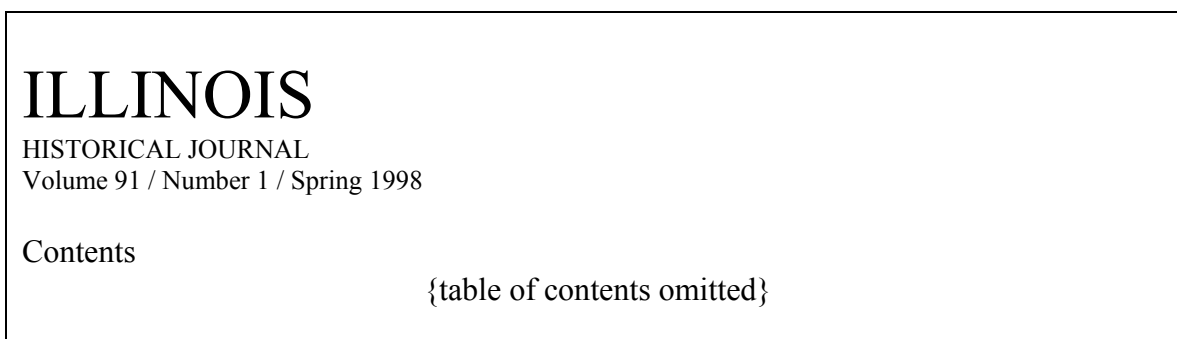
**Part B**

Example 1

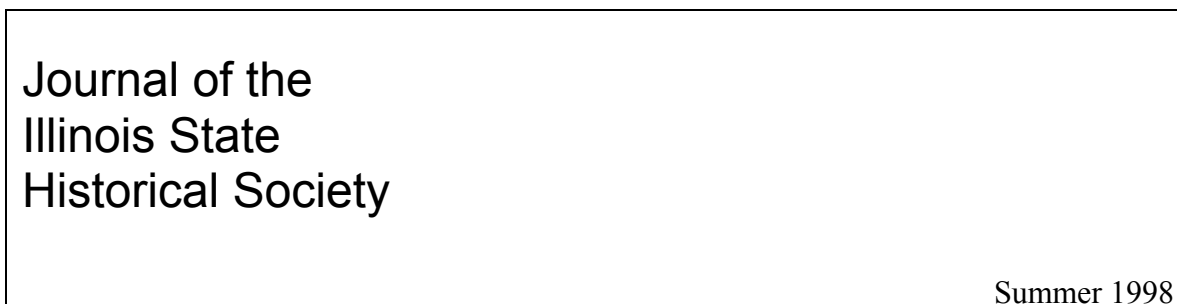
Cover of spring 1998 issue:



Table of contents, page [1]:



Cover of Summer 1998 issue:





Page 77 (first page):

Journal  
of the  
Illinois State Historical Society  
Vol. 91 Number 2

What fields or data would you add to the old record; what additional information would be included in the new records?

**Old record**

Fixed field:

Publication status: **d**

Dates: 1984,**1998**

245 00 #a Illinois historical journal.

260 -- #a Springfield, Ill. : #b Illinois Historic Preservation Agency, #c 1984-**1998.**

362 0- #a [Vol. 77, no. 3] (autumn 1984)–v. 91, no. 1 (spring 1998).

780 00 #a Illinois State Historical Society. #t Journal of the Illinois State Historical Society

**785 00 #t Journal of the Illinois State Historical Society (1998)**

**New record**

Fixed field:

Publication status: **c**

Dates: **1998,9999**

130 0- #a Journal of the Illinois State Historical Society (1998)

245 00 #a Journal of the Illinois State Historical Society.

260 -- #a Springfield, Ill. : #b Illinois State Historical Society, #c 1998-

**362 0- #a Vol. 91, no. 2 (summer 1998)-**

**780 00 #t Illinois historical journal**

Example 2

Last issue of print:

# Small Press Record of Books in Print

**23<sup>rd</sup> Edition**  
**1994/95**

CD-ROM title screen (first issue):

**The Small Press Record of Books in Print**  
**24<sup>th</sup> & 25<sup>th</sup> Editions**  
**1995-1997**

What fields would you add to the following records:

**Old record**

Fixed field:

Publication status: **d**

Dates: 1975,**1995**

245 00 #a Small press record of books in print.

260 -- #a Paradise, CA : #b Dustbooks, #c 1975-**1995**.

362 0- #a 5th (1975)-**23rd ed. (1994/95)**.

**580 -- #a Continued by a publication with the same title issued in CD-ROM format.**

**785 10 #t Small press record of books in print (CD-ROM)**

**New record**

Fixed field:

Publication status: **c**

Dates: **1997,9999**

130 0- #a Small press record of books in print (CD-ROM)

260 -- #a Paradise, CA : #b Dustbooks, #c **1997-**

**362 0- #a 24th & 25th ed. (1995/1997)-**

**580 -- #a Continues a publication with the same title issued in paper format.**

**780 10 #t Small press record of books in print**

Example 3

Volume 112, Number 1, July 1959 issue cover:



Volume 112, Number 2 August 1959 issue cover:



What would you add to the record?

**Record**

245 00 #a Popular mechanics magazine.

246 1- #i Issues for Aug. 1959- have title: #a Popular mechanics



## **Session 8: Electronic Serials**

- ❖ What is an electronic serial?
- ❖ What is the chief source for electronic serials?
- ❖ What fixed fields are appropriate for electronic serials?
- ❖ How do other elements of descriptive cataloging differ?

### **References**

*CONSER Cataloging Manual*, Module 30-31

### **Warm Up Exercises**

See Appendix G for suggestions

### **Questions**

The object of this session is to point out those areas where cataloging electronic serials differs from print serials. Only those fields where there are differences will be covered. To this end, the following questions:

What is the chief source for electronic serials?

Which fixed fields and/or formats are appropriate for electronic serials?

How do other elements of descriptive cataloging differ?

## What is an electronic serial?

- ◆ Same definition applies (must have successive discrete issues or parts, numbering, no predetermined conclusion)
- ◆ LCRI 1.0 gives more guidance
- ◆ Some things may differ, however:
  - **May have numbered articles**
  - **Numbering may be different**
  - **Bibliographic information may be scattered**
- ◆ Many are distributed as part of aggregations

In determining whether or not an electronic resource is a serial, apply the definition, paying close attention to whether there are successive discrete parts or not. This is the primary difference between serials and integrating resources, such as Web sites. The parts may be issues or numbered articles, particularly in the case of online serials. According to LCRI 1.0, cumulative CD-ROMs are considered to be serials, even though only the latest one is retained.

Numbering for ejournals may differ from that of printed serials and you may have to look further for all of the information; however, many electronic serials are very straightforward and not difficult to catalog.

Many electronic serials, particularly online, are acquired in large collections of titles, called aggregations. In some aggregations, the journal is not a distinguishable entity; in others it is.

This sessions covers the basics of cataloging both direct and remote access serials that are issued individually. CONSER practices for cataloging titles in an aggregation are still evolving, the CONSER Web site provides updates on current developments <http://www.loc.gov/acq/conser/> on this topic. Module 31 of the CONSER Cataloging Manual documents current policies for handling titles in an aggregator database <http://www.loc.gov/acq/conser/module31.html>

The SCCTP Electronic Serials Cataloging Workshop focuses in more detail on online serials and covers issues relating to aggregations as well.

## **What is not an electronic serial?**

- ◆ The following are integrating resources:
  - **Updating Web sites**
    - CONSER Web site
  - **Updating databases**
    - ProQuest
  - **Online public access catalogs**
    - OCLC Worldcat

Many electronic resources are not serials. Those that are intended to be updated fall under the category of integrating resources. The SCCTP Integrating Resources Workshop will cover these resources.

## **Direct and remote access serials**

- ◆ Direct access serials are those published on a carrier, such as a disc, that is intended to be inserted into a computer. Examples include serials on floppy disks, CD-ROM, DVD-ROM
- ◆ Remote access electronic serials are those accessed via the Internet, email, etc. They are commonly called online serials. Examples include electronic journals, newsletters, newspapers

This session covers both direct and remote access serials. Most direct access serials are now on CD or DVD-ROM, but there are still serials contained on floppy disks. CD-ROMs and DVD-ROMs intended to be accessed by a network can also be considered to be direct access resources, if one is creating a record based on the actual disc the library has received.

A primary difference between direct and remote access is the lack of a physical carrier for remote access resources and the fact that no 300 field is given for them.

Most online serials are accessed via the World Wide Web. Some newsletters and other serials are distributed via email or other means.



## **Format and fixed fields:**

- language material:
  - **008 (serial fixed field)**
  - **006 (electronic resource)**
  - **007 (electronic resource physical description)**
- programs, games, fonts, numeric data, computer-oriented multi-media online systems and services:
  - **008 (electronic resource fixed field)**
  - **006 (serial)**
  - **007 (electronic resource physical description)**

### **Choosing the Format and Fixed Fields**

- Electronic serials may use either the serials format or the electronic resource file format depending on the nature of the work in hand.
- If the item is essentially language material, the serials format is used and an 006 fixed field is added to account for the electronic resource characteristics.
- If, however, the item is essentially computer software (including programs, games, fonts); numeric data; computer-oriented multi-media; and online systems and services, the electronic resource format is used and an 006 fixed field is added to account for the serial characteristics. Consult the CONSER Editing Guide or MARC 21 formats for more information.
- The 006 field is mandatory in all records for electronic serials, whether it contains the electronic resource characteristics when the serials fixed field is used, or the serial characteristics when the computer file fixed field is used.  
{Mention in OCLC “help 006”}

## **Form of item, original item**

- ◆ At present, CONSER is not treating any online serial as an electronic reproduction because of the difficulty of determining what the original form is.
- ◆ The current CONSER practice for coding records for textual electronic serials is:

008/23 (Form of item)	Form:	s
008/22 (Form of original)	Orig:	s

Code "s" for "electronic" in the serial 008 was implemented in spring 2000 for "form of item" (008/23) and "form of original item" (008/22).

- Used in the same way that codes for microfilm and microfiche are currently used in those 008 bytes. OCLC added the new code "s" to the 008/23 on existing records in spring 2000.
- At present CONSER is not treating any online serial as an electronic reproduction because of the difficulty of determining what the original form is. It's possible the original form was print or electronic; or it may be that both formats are issued simultaneously as different format editions.

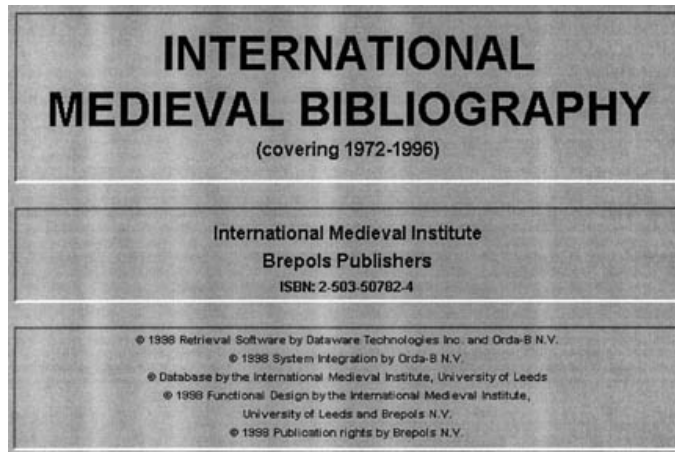
## CD-ROM example: disc label

- ◆ CD-ROM 4 covering 1972-1996  
ISBN 2-503-50782-4
- ◆ © Database by the International  
Medieval Institute, University of  
Leeds
- ◆ © Publication rights by Brepols  
N.V.



A sample CD-ROM will be used to discuss the cataloging of direct access serials through out this session.

## **CD-ROM: title screen**

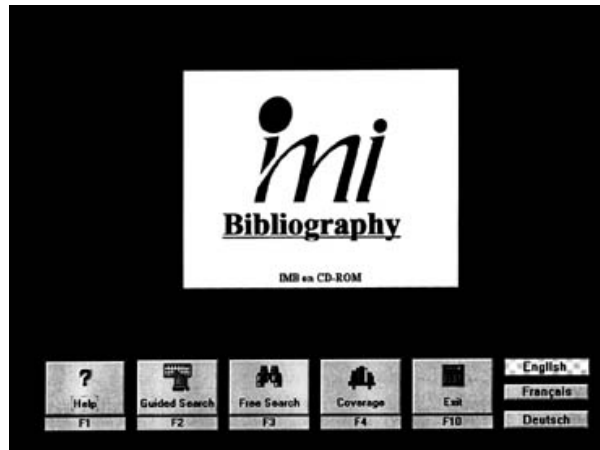


### **Direct Access Electronic Serials**

The title screen shown here.

## **CD-ROM: main menu (3 languages)**

imi Bibliography  
IMB on CD-ROM



This screen shows that the disc can be viewed in multiple languages.

## **Basis of the description and chief source:**

- Describe from the earliest (12.0B1)
- Prefer the carrier or its label as chief source (12.0B2)

Other sources:

- **title screen or other internal sources**
- **accompanying information**
- **container**

### **Basis of the description and chief source of information**

Use the first or earliest available issue as the basis of the description.

- The preferred chief source for direct access electronic resources according to AACR2 12.0B2 is the carrier or its label. This is because, for serials, the discs will be checked in and it is important to be able to read the current title without having to load the disc.
- Other sources that may be used are the title screen or other formally presented internal evidence (e.g., main menus, program statements, etc.). Following are definitions of external sources:

Carrier or its label

Any permanently affixed label added by the publisher, creator, etc., to a compact disc, a floppy disk, a magnetic tape reel, etc.

Information issued by the publisher, creator, etc., with the file

Any accompanying documentation

Container

Any information printed on the container, i.e., disk box, jewel box, a box containing both disks and manual, etc.

## **Main Entry and Added Entries:**

- same as print titles
- uniform title required when there is another version with same title

### **print version:**

**245 00 #a International medieval bibliography**

### **CD-ROM version:**

**130 0- #a International medieval bibliography (CD-ROM)**

**245 00 #a International medieval bibliography #h [electronic resource].**

### **Main and Added Entries (1xx/7xx fields)**

- Main and added entries for electronic resources are determined in the same way as for print serials (see AACR2 21.1B2).
- If an electronic resource serial title is identical to the print version, a uniform title is added to the record since the electronic version is not considered a reproduction. See LCRI 25.5B for more information. (Note example above)
- If a serial publication ceases publication altogether in one format and continues in electronic form, the record for the old title is closed off and a new one is created with a uniform title if the title remains the same.

## **Title statement:**

- title transcribed from chief source
- add GMD #h [electronic resource]
- make added entries in 246 for variant titles found in other internal or external sources
- always add a note on title source:

**500 -- #a Title from disc label.**

**500 -- #a Title from printout of title screen.**

### **Transcribing the Title and Variants**

- The title proper is transcribed as usual from the chief source (e.g., disc label, or other source).

A general material designator (GMD) is added in 245 #h for the physical format.

- Added entries in field 246 are also made for any significant variants of the title proper found on the disc label, packaging, etc.

- The source of title is always indicated in a 500 note for *all electronic resources*. For example,

**500 -- #a Title from disc label.**

**500 -- #a Title from printout of title screen.**

-



## Our example so far

245 00 #a International medieval bibliography #h  
[electronic resource].

246 1- #i Main menu screen has title: #a IMI bibliography

246 1- #i English menu screen has title: #a IMB on CD-  
ROM

246 1- #i German menu screen has title: #a IMB auf CD-  
ROM

246 1- #i French menu screen has title: #a IMB sur CD-  
ROM

500 -- #a Description based on: CD-ROM 4 (covering  
1972-1996); title from disc label.

For our sample record, we have the title taken from the disc label. We also have title variants for the title found on a different source and in different languages. The source of title note has been combined with the Description based on note.

## **Edition statement:**

- edition statements:  
**250 -- #a CD-ROM ed.**
- note if source not same as title proper:  
**250 -- #a Compact disc ed.**  
**500 -- #a Ed. statement from user's guide.**
- **Note: field 256 (computer file characteristics) is not used for serials**

### **Edition Statement (250 field)**

- Many serial computer files are electronic forms of existing print titles issued in a different medium and bearing some form of edition statement to that effect. For example,

250 -- #a CD-ROM ed.

- In other cases, there may be different editions for various platforms such as a MS-DOS edition, a Macintosh edition, or a Windows edition.

- If the source of the edition statement is not the same as the source of the title proper, add a 500 note to explain where the statement was found. For example,

250 -- #a Compact disc ed.

500 -- #a Ed. statement from user's guide.

- Note that field 256 is not currently used for serials because it is not useful.

## **Imprint:**

- place and publisher same as print
- publication dates:

**260 -- #a [Leeds, England] : #b International Medieval  
Institute : #b Brepols Publishers**

- retrospective discs may be published out of  
chronological order

**260 -- ..., #c 1989-**

**362 0- #a 1892/1992-**

**500 -- #a First published in 1989; retrospective  
disc for 1892/1992 issued in 1993.**

### **Publishing statement (260 field)**

- Place of publication and publisher information is usually taken from the chief source or its substitute; i.e., title screens, disc labels, etc.
- If the first issue is in hand, include the publication date; otherwise, omit it. See example above.
- If the discs of a direct access electronic serial are published out of chronological order, add a 500 note to describe the discrepancy per LCRI 12.7B11.2. See example above.

## **Physical Description:**

- extent of item contains SMD for the type of electronic resource as given in AACR2 9.5B. Conventional terminology is used:

**300 -- #a CD-ROMs**

**300 -- #a DVD-ROMs**

**300 -- #a floppy disks**

- sound and color:

**300 -- #a CD-ROMs : #b col.**

**300 -- #a floppy disks : #b sd., col**

### **Physical Description**

- The extent of item (300 #a) contains only the specific material designation (SMD) for the type of electronic resource, as given in AACR2 9.5B. Note that there is an option now to give popular terminology and the Library of Congress and CONSER will follow this option.

- Note physical characteristics, generally only sound and color, in 300 #b (AACR2 9.5C). If the electronic resource produces sound, give “sd”; if the electronic resource – not just the title screen – is encoded to display in two or more colors, give “col”:

- Note other physical characteristics information concerning the number of sides used, recording density and sectoring if considered important (AACR2 9.5C2):

## **Physical Description (cont'd):**

- diameter of the disc (or disk), as specified in AACR2 9.5D.

### **CD-ROMs & DVD-ROMs:**

**300 -- #a CD-ROMs ; #c 4 3/4 in.**

**300 -- #a DVD-ROMs ; #c 4 3/4 in.**

### **Floppy disks:**

**300 -- #a floppy disks ; #c 3 1/2 in.**

- in our example, the 300 field would look like:

**300 -- #a CD-ROMs ; #c 4 3/4 in.**

- Note the diameter of the disc (or disk) in inches to the next highest ¼ inch in 300 #c, as specified in AACR2 9.5D:

-

## **Numbering :**

- first issue in hand:

**362 0- #a Disc 1 (1785/1979)-**

- otherwise:

**500 -- #a Description based on: CD-ROM 4 (1972/1996); title from disc label.**

### **Numbering (362 field)**

- Numbering may be problematic for electronic serials because of the fact that serials are appearing in electronic form long after they were first published. All or only some of the issues may be available and in some cases the publisher will continue to digitize back issues after the serial is first issued. Thus, the coverage goes backwards as well as forwards!

- For direct access electronic serials, record the designation in the 362 field only if you are sure you have the first issue published in hand and that there are no retrospective discs. For example,

**362 0- #a Disc 1 (1785-1979)-**

- Otherwise, add a 500 “Description based on” note that includes the “title from” information as well. For example,

**500 -- #a Description based on: CD-ROM 4 (1972-1996);  
title from disc label.**

## **Required Notes:**

- source of title
- “Description based on”
- system requirements:  
**538 -- #a System requirements: IBM PC or compatible; MS-DOS 6.0 or higher; Windows 95 or later; CD-ROM drive.**
- our sample:  
**538 -- #a System requirements: IBM-PC or compatible system; Windows; CD-ROM drive.**

### **Required Notes**

1. Source of title (AACR2 9.7B3 says to always give for e-resources) and “Description based on” notes:
  - These are used as in print serial records.
2. Systems Requirements Note (AACR2 9.7B1):
  - These could apply to either direct access or remote access electronic serials.
  - The 538 system requirements note describes the hardware and software not included with the subscription which are necessary to use an electronic resource.
  - Serial catalogers should keep in mind that system requirements information is outdated quickly and is difficult to keep up-to-date in records.
  - At a minimum, provide the make and model of the computer and the operating system and consider omitting specific data such as versions of software or memory. For example,  
**538 -- #a System requirements: IBM PC or compatible; MS-DOS 6.0 or higher; Windows 95 or later; CD-ROM drive**

## **System Requirements (cont'd):**

- multiple platforms (2 notes):

**538 -- #a System requirements for Windows: Microsoft Windows 95/98/2000/NT; CD-ROM drive; color monitor (16 bit minimum).**

**538 -- #a System requirements for Macintosh: CD-ROM drive; color monitor (16 bit minimum).**

- If a direct access title is issued for use with multiple platforms and cataloged on one record, provide a 538 note for each platform; e.g., Windows, Macintosh, DOS, etc. For example,

538 -- #a System requirements for Windows: Microsoft Windows 95/98/2000/NT; CD-ROM drive; color monitor (16 bit minimum).

538 -- #a System requirements for Macintosh: CD-ROM drive; color monitor (16 bit minimum).



## **Other Notes:**

•type of file or data:

**516 8- #a Numeric spreadsheets (Excel format)**

**516 8- #a ASCII, Acrobat, and Postscript file formats.**

## **Optional Notes**

516: Type of Computer File or Data (AACR2 9.7B8):

- These notes could apply to both direct access and remote access electronic serials, though under the guidelines for the aggregator neutral record, very general notes such as: 516 Text (electronic journal) and notes specific to a single aggregator are discouraged.

- Record information that characterizes the electronic aspects of a serial in field 516.

- More specific information, such as the format or genre of the serial files may be included along with a general description (e.g., text and graphic files). For example,

**516 8- #a Numeric spreadsheets (Excel format)**

**516 8- #a ASCII, Acrobat and Postscript file formats.**

## **Other Notes (cont'd):**

- documentation note:

**556 8- #a Has also user's guide.**

- other accompanying material:

**500 -- #a Accompanied by: Installation software on 1 floppy disk (5 1/4 in.)**

**556 -- #a SPIRS users' manual, tutorial on 1 floppy disk (3 1/2 in.), quick reference cards.**

556 Documentation for electronic resources:

- These notes are more likely to be used with direct access serials such as CD-ROMs.
- Use 556 to record information about the documentation for and electronic resource that explains their contents and use.
- In our example,

**556 8- #a Has also user's guide.**

- Note that documentation may be published in print accompanying the computer file, or may be available by remote access.
- Accompanying material other than the documentation for the file can be described in a 500 general note (AACR2 9.7B11):

**500 -- #a Accompanied by: Installation software on 1 floppy disk (5 ¼ in.)**

**556 8- #a SPIRS users' manual, tutorial on 1 floppy disk (3 ½ in.), quick reference cards.**

## Completed CD-ROM record:

Type: a ELvl: Srce: d GPub: Ctrl: Lang: eng  
BLvl: s Form: s Conf: 0 Freq: u MRec: Ctry: enk  
S/L: 0 Orig: s EntW: i Regl: u ISSN: Alph:  
Desc: a SrTp: Cont: DtSt: c Dates: 19uu,9999

006 #a [m e ]  
007 #a c #b o #c u #d c #e g #f u  
130 0- #a International medieval bibliography (CD-ROM)  
245 00 #a International medieval bibliography #h [electronic resource].  
246 1- #i Main menu screen has title: #a IMI bibliography  
246 1- #i English menu screen has title: #a IMB on CD-ROM  
246 1- #i German menu screen has title: #a IMB auf CD-ROM  
246 1- #i French menu screen has title: #a IMB sur CD-ROM  
260 -- #a [Leeds, England] : #b International Medieval Institute : #b Brepols  
Publishers  
300 -- #a CD-ROMs ; #c 4 3/4 in.  
500 -- #a Description based on: CD-ROM 4 (covering 1972-1996); title from  
disc label.  
530 -- #a CD-ROM version of print publication of the same title.  
538 -- #a System requirements: IBM-PC or compatible system; Windows; CD-  
ROM drive.  
546 -- #a User interface and guide in English, French, and German.  
556 8- #a Has also user's guide.  
710 2- #a University of Leeds. #b International Medieval Institute.  
776 1- #t International medieval bibliography #x 0020-7950 #w ...

### Things to note:

Serial fixed field, ER 006 and 007

Uniform title in 130

GMD in 245

Note and link to print version (530 and 776)

Language note and added entries (546 and 246)

System requirements in 538

Documentation note in 556

## **Remote Access Electronic Serials**

- resources issued in designated parts for an indefinite period *in electronic format*
- typically accessed by means of a browser via the Internet (e.g., Netscape)
- no physical carrier

### **Remote Access Electronic Serials**

#### Definition

- Remote access electronic serials are works issued in designated parts for an indefinite period of time, in electronic format, and typically accessed by means of a browser (Netscape, Internet Explorer, etc.) via the Internet in contrast to direct access electronic serials which are issued on CD-ROMs, floppy disks, etc.

#### AACR2 9.0A1:

“Remote access is understood to mean that no physical carrier can be handled. Remote access can only be provided by use of an input-output device (e.g., a terminal), either connected to a computer system (e.g., a resource in a network), or by use of resources stored in a hard disk or other storage device.”

## **Types of online serials**

- ◆ E-serials “born digital,” that is, originally published online
  - **some of these may later appear in cumulated print format**
- ◆ Reproductions, republications, simultaneous editions of print titles
  - **Issued by original print publisher, a contracted third party or as part of a digital library project**

•Types of electronic serials selected and cataloged by libraries include (but are not limited to!):

–Scholarly online serials which provide a means of self publishing and access to preprint manuscripts. Often “born digital” originally appearing on the Web, sometimes later issued in print (related versions such as print are secondary to the online version.) These may not contain traditional volume and issue numbering- sometimes the only designation available is the numbering on individual articles.

–Digitized versions of serials

- scholarly titles included in aggregator databases or indexes
- popular or commercial magazines

## **Types of online serials continued**

Titles that are part of a database of aggregated titles:

- May vary in completeness of reproduction and coverage of issues
- May be the most predominate type of e-serial that libraries purchase and need to control

The term “aggregator database” refers to the packaging of a large number of digitized titles into a searchable database. The content and characteristics of such packages vary widely but for serials it has meant that there is a great deal of overlap in titles contained in these products and differences in the extent of available issues among them. Utilities, such as OCLC often show a wide range of treatment for a single title covered by several aggregator databases. In some cases a single record has been used to list URLs of all the aggregators that cover the title, in other cases, under earlier CONSER policies separate records have been created.

CONSER and OCLC have developed guidelines for the retention/creation of one record to represent all online versions of a title with a separate record for the print. Database clean-up has begun on OCLC to change or delete fields referred to specific aggregators.

Information about these efforts, referred to as “The Aggregator-Neutral Record” or “Option B Plus” are available on the CONSER Website

–Can anyone in the class mention other types of e-serials? Newspapers? ‘Zines or E-zines? Overlay journals? Government serials?

## **Aggregator-Neutral Record**

- ◆ CONSER and OCLC have announced plans for collapsing separate records for a title offered by multiple aggregators. Guidelines are available from:

<http://www.loc.gov/acq/conser/agg-neutral-recs.html>

- ◆ The resulting record will not describe details of any particular aggregator
- ◆ Goal is to facilitate local adaptation of records for titles in aggregator databases

•The aggregator neutral record (also referred to as the Option B+ proposal) is introduced at this point, because CONSER and OCLC have made decisions about which fields to maintain or delete for record clean-up and for current cataloging. These decisions are reflected in the following slides on a field by field basis and are intended as recommendations for cataloging any online serial.

Past CONSER policy was to create a separate description for different aggregations of the same title. CONSER has adopted a policy of creating single, aggregator-neutral bibliographic records to represent remote-access electronic serials. Implementing the policy will involve record clean up of existing OCLC records and the establishment of new guidelines recommended for creating records for e-serials in general. The goal will be to have one record for a title that appears in multiple aggregator packages that can be easily downloaded and customized by libraries, serials management systems, and vendors.

- Further background information is available from the CONSER Web site:
- Background: <http://www.loc.gov/acq/conser/optionbplusdec2002.html>
- Decisions about which fields to include in clean-up and creation of records:
- <http://www.loc.gov/acq/conser/conop2003.html>
- Guidelines will be available on the CONSER site ca July 2003.

## **Interim Policy for versions**

### **◆ CONSER/OCLC guidelines:**

- If no record exists (and not using single record approach): create a record
  - **Based on publisher Website if readily available or on the version you have**
- If a record exists, use that record (even though it might not represent the aggregator you have)
  - **Add your URL (if authorized or report addition to OCLC)**



## **Interim Policy for versions**

### **◆ CONSER/OCLC guidelines:**

- For existing records, do not add notes, added entries, etc. for the aggregator/provider
- If multiple records exist:
  - Select one (prefer CONSER record)
  - Add your URL
  - Report duplicates to OCLC

## **Online E-Serial Example:**

**Journal home page at: <http://mason.gmu.edu/~hcr/>**

### **WELCOME TO THE HISPANIC CULTURE REVIEW**

**We are happy to present the Web edition of our three latest issues of the Hispanic Culture Review, a review published one or two times a year by students of George Mason University. Its many issues have introduced essays, fiction and poetry written in English or Spanish focusing on topics related to the Hispanic world. We hope that you will enjoy our on-line issues and we are looking forward to your correspondence.**

**Make checks or money orders payable to: Hispanic Culture Review and mail to:  
Hispanic Culture Review  
George Mason University  
c/o Department of Modern and Classical Languages  
Mail Stop #3E5  
Fairfax, VA. 22030  
U.S.A**

## **2. Sample online serial**

**This the home page for the journal. Note that the title is “Welcome to the Hispanic Culture Review”**

## Earliest Online Issue:

### Hispanic Culture Review

George Mason University



Volume III, Number 1.  
Spring 1996

#### I. CRITIQUE

*La Novela de Caballería*

HERALDO FALCONI: *El retablo de la libertad de Melisendra: Entre hedonismo y ascetismo*

SANDRO A. PATRUCCO: *Gigantes y caballeros en las páginas de la novela caballerescas española*

Above: contents screen of the earliest online issue.

## **Sources of information**

- ◆ Basis of the description (AACR2 12.0B1)
  - **First or earliest issue for:**
    - Title and statement of responsibility
    - Edition
    - Beginning numbering (last issue is the source for ending designation)
    - Publication (last issue for ending date)
  - **All issues or parts for:**
    - Series
    - Notes
    - Standard number and availability

•Digitized versions of long published print titles are typically made available beginning with more recent issues or a recent span of issues rather than the first issue- so in these cases the basis of description is of necessity the earliest issue available online.

•Information for notes and series may come from any source. The ending date of publication and the ending designation is recorded from the last issue.

## **Chief source of information**

- ◆ 9.0B1: The chief source of information for electronic resources is the resource itself. Take the information from formally presented evidence (e.g. title screen(s), main menus, program statements, initial display(s) of information, home page(s), the file header(s)... ..
- ◆ If the information presented in these sources varies in degree of fullness, prefer the source that provides the most complete information.
- ◆ So the source of title proper should be the most complete presentation of title (AACR2 9.0B1) in conjunction with the first or earliest available issue (AACR2 12.0B1).
- ◆ Always give a note citing the source of title

•9.0B1 states that we are free to select the appropriate chief source from the resource itself, preferring a source that provides the most complete information.

•12.0B1 tells us to generally prefer the first (or earliest) issue or part over a source associated with the whole serial or with a range of more than one issue or part.

•So the source of title proper should be the most complete presentation of title (AACR2 9.0B1) in conjunction with the first or earliest available issue (AACR2 12.0B1).

•Always give a note on the source of title

## **Main and Added Entries**

- ◆ Make decisions about 1XX and &XX added entries as you would any serial
- ◆ Uniform title is required when the same title is used for other formats:

**245 00 #a Hispanic culture review {print version}**

**130 0- #a Hispanic culture review (Online)**

**245 00 #a Hispanic culture review #h [electronic resource].**

Main and added entries for remote access serials are made in the same way as with other serials. For an electronic serial that has a print version with the same title, use a uniform title to distinguish the two.

Per the aggregator-neutral guidelines: don't include the name of an aggregation as part of the uniform title, 550, 710s or 4XX/8XX series statement or entry fields, since the record will represent all online versions of the title.

## **Aggregator names:**

- ◆ Per the aggregator-neutral guidelines don't include the name of an aggregation as part of:
  - **uniform titles**
  - **550 issuing body notes**
  - **710's**
  - **4XX/8XX series statements/series added entries**
- ◆ Since the record will represent all online versions of the title.

## **Title added entries:**

- Be liberal with title variants in field 246, there may be many variants on an online serial
- For the aggregator-neutral record, make added entries for variants on other provider versions with the wording:

**246 1 \$i Issues from some providers have title: \$a [Title]**

### **Varying form of title 246**

Records created according to guidelines for aggregator neutral record may have a 246 that shows the title as it is presented by another aggregator, perhaps a slightly different form of some sort.



## **Title Proper:**

- Construct as for print. Note provision in 1.1B1 to omit introductory words, such as “welcome to”
- Add GMD #h [electronic resource] (same as with direct access)
- Always add a note on title source, source of description, and date the resource was viewed for cataloging.

### **Title statement (245 field)**

- Construct the title as you would any other serial title.
- Note that some online electronic journals have introductory pages, splash pages, and the like, that include phrases such as “Welcome to”. These are typically not considered title screens and you should look for other sources of the title. If necessary, omit the introductory words according to 1.1B1 and give an added entry for the complete title.

**246 30 #a Welcome to ImprovisAsians Online!**

- In our sample record the journal home page says: “Welcome To The Hispanic Culture Review,” but clearly from the introductory paragraph and the individual online issues the title is: Hispanic Culture Review. Thus, it is best to select the page associated with the first issue as chief source and take the title from that source.

## **Title Proper:**

- Title source notes:

**500-- #a Title from contents screen  
(publisher's Website, viewed Jan. 27,  
1999).**

**500-- #a Description based on: Vol. 5, no. 1  
(Jan. 1995); title from contents (OCLC  
FirstSearch, viewed June 10, 2003).**

Give the title source, source of description (e.g. publisher Website, or a specific aggregator being used as the source of description) and the date viewed.

## **Edition statement:**

- Example: 250 -- Web ed.
- Generally don't consider separate file formats to be separate editions, e.g., articles of a serial available both as HTML and PDF formatted documents.

### **Edition Statement (250 field)**

Record edition statements as found. The example on this screen denotes the Web version of a print serial.

- For online electronic serials, do not consider different file formats to be different editions; e.g., articles available both as HTML and PDF formatted documents.

## **Numbering:**

- If first issue is online:

**362 0- #a Vol. 1, no. 1 (Jan. 1995)-**

- If beginning/ending numbering the of print version is known:

**362 1- Print began with vol. 3, no. 1 (Jan. 1984).**

## **Numbering**

If the first issue is available, use a formatted 362 0

Per the aggregator neutral guidelines, provide beginning and/or ending numbering or dates of the related print version if available, to justify coding of fixed field dates.

## **Numbering:**

- If the first issue is not available, use a description based on note.
- **500-- #a Description based on: Vol. 3, no. 1 (spring 1996); title from contents screen (publisher's Website, viewed Jan. 27, 1999).**

### **Description based on note (500), Numbering (362 field)**

As with other types of serials, provide a description based on note if the first issue of an online serial is not available.

## **Our example so far**

245 00 #a Hispanic culture review #h [electronic resource].

246 1- #i Title on homepage: #a Welcome to Hispanic  
culture review

500 -- #a Description based on: Vol. 3, no. 1 (spring 1996);  
title from contents screen (publisher's Website,  
viewed on Jan. 27, 1999).

## **Notes:**

- required:

**500 -- #a ... title from ...**

**538 -- #a Mode of access: World Wide Web.**

**538 #a Mode of access: FTP via the Internet.**

Local options:

### **506 – Restrictions on Access Note**

Institution specific information shouldn't be given on shared records

### **516 – Type of Computer file or Data Note**

Not often used on shared record for titles in aggregator packages  
because this data can vary.

## **Notes (5xx fields)**

### **Required notes:**

- The 500 Source of Title note is always given

**500 -- #a Title from home page.**

- The 538 Mode of Access note is required. For example,

**538 -- #a Mode of access: World Wide Web.**

**538 -- #a Mode of access: FTP via the Internet.**

Note: field 538 is used for both mode of access and system requirements. Only the mode of access note is usually given for remote serials.

### **Optional notes:**

- 506 typically applies to remote access serials or locally networked electronic resources with specific licensing agreements. Under the guidelines for the aggregator neutral record, these notes will not appear on the CONSER national catalog record. Be sure not to put purely local notes in shared records!
- 516 has been used to indicate the various file formats available at the web site. This type of data varies for titles in aggregator packages, so won't generally appear in shared record. Avoid vague phrases like: Text (electronic journal)...

## **Electronic Location and Access (856):**

Internet access:

**856 40 #u**

**<http://www.chinfo.navy.mil/navpalib/news/navnews/navnews.html>**

Email access:

**856 00 #z email subscription #u**

**<mailto:listproc@air.harvard.edu> #i subscribe #f mini-air**

### **Electronic Location and Access (856 field)**

- Field 856 is used to record information required to locate and access a remote access electronic serial.

- Use of this field may vary depending on the local catalog system; e.g., it may appear as a hot link in the OPAC or simply display as input. Examples:

Internet access:

**856 40 #u <http://www.chinfo.navy.mil/navpalib/news/html>**

Email access:

**856 00 #z email subscription: #u <mailto:>**

**[listproc@air.harvard.edu](mailto:listproc@air.harvard.edu) #I subscribe #f mini-air**



## **856 (cont'd):**

**Note that the second indicator provides information on the relation of the address (URL) to the item being described.**

**-0 = resource being described**

**-1 = version of resource**

**-2 = related resource**

**When a portion of the resource is available online, use 2<sup>nd</sup> indicator 0 and #3**

**856 40 #3 Table of contents and selected articles  
#u <http://www.viam.com/>**

The second indicator shows the relation of the URL to the resource being cataloged. If the URL is for the resource being described, 0 is used. If the URL is for a version of the resource being described, 1 is used. This is used for URLs added to print or other format serials for online versions. When the URL is for a related work that is not the resource itself or another physical version of it, use 2. This might be a related Web site.

If a portion of the resource, such as the tables of contents, is available online, consider this to be the resource itself, and use 2<sup>nd</sup> value 0. But use \$3 to show the portion of the resource that is available.

For full instructions on coding and inputting the 856 field see the ***CONSER Edition Guide***, Field 856.

## Multiple Records (print version):

Type: a   ELvl:   Srce: d   GPub:   Ctrl:   Lang: eng  
BLvl: s   Form:   Conf: 0   Freq: f   MRec:   Ctry: vau  
S/L: 0   Orig:   EntW:   Regl: r   ISSN:   Alph:  
Desc: a   SrTp: p   Cont:   DtSt: c   Dates: 199u,9999  
041 0- #a engspa  
042 -- #a lcd  
090 -- #a PS508.H57 #b H57  
245 00 #a Hispanic culture review.  
260 -- #a Fairfax, Va. : #b George Mason University,  
300 -- #a v. : #b ill. ; #c 22 cm.  
310 -- #a Semiannual  
500 -- #a Description based on: Vol. 1, no. 2 (spring 1991).  
530 -- #a Also available on the Internet. {required}  
546 -- #a English and Spanish.  
650 -0 #a American literature #x Hispanic American authors #v  
Periodicals.  
650 -0 #a Hispanic American literature (Spanish) #v Periodicals.  
710 2- #a George Mason University.  
776 1- #t Hispanic culture review (Online) {required}  
856 41 #u <http://mason.gmu.edu/%7Ehcr/> {required}

### Single or Multiple Records?

- CONSER has developed an option that allows catalogers to provide access to the remote version via the print record. Note that the remote version is not considered to be 'cataloged' in such cases as information that can be given about the remote version is limited.
- If a library opts to catalog each title separately, additions are made to the print record and a new record for the remote access version is made.
- In the record for the original:
  - Note the availability of the online version in field 530
  - Add a 730 title added entry when the title of the online version differs
  - Link to the online record with field 776
  - Provide the location of the online version in field 856 (if not already present in the record)

{Trainers: note that the 856 is given in the print record so that another library can use the record as copy for the single record approach}

## Multiple Records (online version):

Type: a ELvl: Srce: d GPub: Ctrl: Lang: eng  
BLvl: s Form: s Conf: 0 Freq: f MRec: Ctry: spa  
S/L: 0 Orig: s EntW: Regl: r ISSN: Alph:  
Desc: a SrTp:p Cont: DtSt: c Dates: 1996,9999  
006 #a [m d ]  
007 #a c #b r #d u #e g #f u  
041 0- #a engspa  
130 0- #a Hispanic culture review (Online)  
245 00 #a Hispanic culture review #h[electronic resource].  
260 -- #a Fairfax, Va. : #b George Mason University  
310 -- #a Semiannual  
500 -- #a Description based on: Vol. 3, no. 1 (spring 1996); title from contents  
screen (publisher's Website, viewed Jan. 27, 1999).  
530 -- #a Also available in a print version.  
546 -- #a English and Spanish.  
650 -0 #a American literature #x Hispanic American authors #v  
Periodicals.  
650 -0 #a Hispanic American literature (Spanish) #v Periodicals.  
710 2- #a George Mason University.  
776 1- #t Hispanic culture review {required}  
856 40 #u <http://mason.gmu.edu/%7Ehcr/>

In the record for the online version:

- Describe the online version using all appropriate fields
- Add a 730 title added entry when the title of the online version differs
- Link to the paper record using field 776
- Give appropriate 856 fields

Note that in this record, the Form is coded as value 's' for electronic.

## CONSER Single Record Option:

Type: a ELvl: Srce: d GPub: Ctrl: Lang: eng  
BLvl: s Form: Conf: 0 Freq: f MRec: Ctry: vau  
S/L: 0 Orig: EntW: Regl: r ISSN: Alph:  
Desc: a SrTp:p Cont: DtSt: c Dates: 199u,9999  
007 #a c #b r #d u #e g #f u {optional}  
041 0- #a engspa  
042 -- #a lcd  
090 -- #a PS508.H57 #b H57  
245 00 #a Hispanic culture review.  
260 -- #a Fairfax, Va. : #b George Mason University,  
300 -- #a v. : #b ill. ; #c 22 cm.  
310 -- #a Semiannual  
500 -- #a Description based on: Vol. 1, no. 2 (spring 1991).  
530 -- #a Also available on the Internet. {required}  
546 -- #a English and Spanish.  
650 -0 #a American literature #x Hispanic American authors #v  
Periodicals.  
650 -0 #a Hispanic American literature (Spanish) #v Periodicals.  
710 2- #a George Mason University.  
856 41 #u <http://mason.gmu.edu/%7Ehcr/> {required}

If the CONSER option to use a single record is used:

- Note the availability of the online version in field 530
- Add a 740 title added entry when the title of the online version differs
- Identify its electronic location in field 856
- Optionally, a computer file 007 may be added for the online version

For more information, consult the CONSER Web site:  
[www.loc.gov/acq/conser/issues.html](http://www.loc.gov/acq/conser/issues.html)

## **Summary**

- ◆ Base the description on the first disc/disk or online issue available
- ◆ Prefer the carrier and its labels as chief source for direct access
- ◆ Always give title source note
- ◆ Always give system requirements note for direct access and mode of access note for remote access
- ◆ Give the electronic location for remote serials

## Session 8: Exercises

**Part A. What is an electronic serial?** For exercises 1 and 2 decide whether this resource would or would not be cataloged as a serial and give your reasons why.

Example 1.

Cover pictures on the archive page are hot links to issues.

Home page:      the magazine of classic 20<sup>th</sup> century popular culture  
February 1999   issue 2 · volume 4

# RETRO

Archive page:    March/April 1996

1. Enumeration and chronology appear on the home page and link to the current issue.
2. The March/April issue is available so there are clearly designated issues.

Example 2.

There are no individual issues. News stories and fishing reports are updated daily, weekly, etc.

Home page:

## Alaska Outdoor Journal.com

Alaska's only real-time Internet magazine!

Sunrise: 9:42

Last Update: 01/23/99 5:29 AM

Sunset: 4.52

1. This is not a serial since there are no designated issues. There is only a date of update. This is an integrating resource, despite the fact that it calls itself a journal and a magazine.

## **Part B. Description of electronic serials**

Examples 1 through 3:

Use the workforms provided in Appendix D to record the cataloging data from the information provided in the following pages.

1. Select the chief source;
2. transcribe and tag the title proper;
3. select and tag a main entry, if any;
4. make any title added entries thought useful;
5. record the appropriate designations;
6. make any notes thought appropriate;
7. and, add the 856 URL information.

Example 4:

This magazine exists in both a print and an online version. Catalog the title using both the two record approach and the single record approach.

Example 1

Note: there is no print equivalent for this journal. See: <http://eserver.org/cultronix/>  
(viewed 2/4/99)

**Screen shot: Table of contents, first issue**

# **cultronix**

*Cultronix* is an interdisciplinary journal of art and cultural studies, addressing critical issues in contemporary institutions and practices. It publishes contributions spanning a wide range of media, and encourages contributors to use new media in order to expand critical and theoretical work to Internet reading audiences.

## **Issue One — Fall 1994**

01/01/  
*Cultronix* editorial board  
Introduction  
Camilla Griggers  
Surge Suppressor  
Chris Chesher  
Colonizing Virtual Reality  
Jody Baker  
Modeling Industrial Thresholds  
Laura Martz  
Lucidity and the Anti-Work Ethic  
Ed Um-Bucholtz and Geoff Sauer  
Inside the Beast: the Machinic Phylum  
Phoebe Sengers  
Wallowing in the Quagmire of Language  
Introduction  
*Cultronix* editorial board

{material omitted}

Letters to the Editor

Publication made possible by the English Server at Carnegie Mellon.



**Call for submissions page:**

*Cultronix* invites submissions for our fifth issue, titled "Position/Possession".

*Cultronix 5* will attempt to map the intersections of position and possession. We see this as necessary in the case of the Internet, which has been territorialized using spatial metaphors (like web, highway, network, mall, community, market, and frontier), to quietly reproduce a preexisting structure on a new imaginary space without public critical inquiry. This issue might include submissions on copyright, disperse communities, spams, censorship... Articles that discuss how these cultural geographies understand the world in terms of property (including intellectual property) are especially encouraged. Questions or discussions of the utility, boundaries or limits of this topic are welcome on our [mailing list](#). Submissions may be in plain-text, formatted text, graphics, audio, video or interactive multimedia. Contact us by e-mail or fax if you have questions about the file formats we recommend and/or can support.

e-mail: [cultsubmissions@eserver.org](mailto:cultsubmissions@eserver.org)  
fax: (412) 268-7989  
ftp: <ftp://eserver.org/www/cultronix/dropbox/>  
mailing list: [cultronix@eserver.org](mailto:cultronix@eserver.org)  
u.s. mail: Cultronix  
English Department, CMU  
259 Baker Hall  
Pittsburgh, PA 15213-3890 USA

Example 1:

Cataloging record:

Type: a   ELvl: I   Srce: d   GPub:   Ctrl:   Lang: eng  
BLvl: s   Form: s   Conf: 0   Freq: u   MRec:   Ctry: pau  
S/L: 0   Orig: s   EntW:   Regl: u   ISSN:   Alph:  
Desc: a   SrTp: p   Cont:   DtSt: c   Dates: 1994,9999

006   #a [m   d   ]  
007   #a c #b r #d c #e n #f u  
245 00 #a Cultronix #h [electronic resource].  
260 -- #a Pittsburgh, PA : #b English Dept., CMU, #c [1994]-  
362 0- #a Issue 1 (fall 1994)-  
500 -- #a Title from table of contents (publisher's Website, viewed Feb. 4, 1999).  
538 -- #a Mode of Access: World Wide Web.  
856 40 #u <http://eserver.org/cultronix/>

Note: there is no 856 for the email address since it is for submissions only.

Example 2

Note: there is no print equivalent for this journal. See: <http://www.scifi.com/sfw/> (viewed 2/4/99)

**Journal home page:**

---

Feb. 1, 1999

Issue 94

Vol. 5, No. 5



Now More Than

88,000

Registered Readers!

Sign up on our mailing list for your chance to win a free T-shirt:

Featured Artist: Eric Knight Holbrook

-----  
IN THIS ISSUE

-----  
Cool Stuff and Games return to our pages, while Anime and Sound Space get the week off. We're also bringing an end to the Pokemon debate in our letters column, we have tons of news about your favorite TV shows, and more.

NEWS OF THE WEEK

TNT may drop Crusade, Fox cancels Brimstone, Gene Roddenberry's Earth: Final Conflict is renewed, and more.

ON SCREEN

Go behind the scenes with Leonard Nimoy, John de Lancie and the Alien Voices acting troupe to see how The Lost World was made.

OFF THE SHELF

Stephen Baxter explores the Xeelee universe with Vacuum Diagrams, while John Barnes treats readers to both stories and essays in Apostrophes and Apocalypses.

CLASSICS

The alien invasion of Earth has begun, but instead of death rays and flying saucers we're fighting ourselves in Robert A. Heinlein's The Puppet Masters.

{material omitted}  
(c) Copyright 1999, Science Fiction Weekly™

---

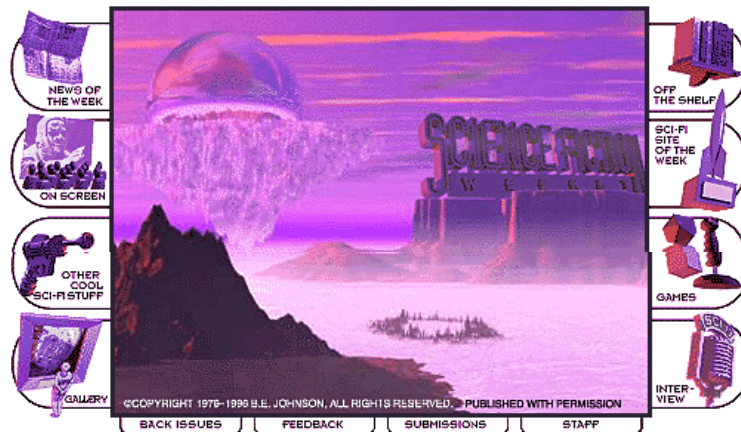
### Table of contents of earliest available issue:

Science Fiction Weekly  
Issue 20, Volume 2 -- May 6, 1996

This week we review **Barb Wire**, starring *Baywatch*'s Pamela Lee, the Nebula-nominated book **Metropolitan** by Walter Jon Williams, and **EarthSiege2** from Sierra On-Line. Also, don't miss your chance to submit a question for our upcoming [interview](#) with the latest actor to play the vaunted role of **Doctor Who**, Paul McGann...

 Our sneak preview of [Doctor Who](#) has been posted. 

Sign up on our mailing list for your chance to win a [free Science Fiction Weekly T-Shirt](#).



[News of the Week](#) | [On Screen](#) | [Gallery](#) | [Other Cool Sci-Fi Stuff](#)  
[Off the Shelf](#) | [Sci-Fi Site of the Week](#) | [Games](#) | [Interview](#)

[Back Issues](#) | [Feedback](#) | [Submissions](#) | [Staff](#)

---

The next issue will be posted on **May 20, 1996**

---

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Staff page:

*Science Fiction Weekly* is published every other week on the World Wide Web. It is freely available to users at the URL: <http://www.scifiweekly.com>. All inquiries and editorial submissions may be sent to:

Science Fiction Weekly  
120 Cedar Grove Lane, Suite 347  
Somerset, NJ 08873  
1-732-560-7307 phone/fax

Example 2

Cataloging record

Type: a   ELvl: I   Srce: d   GPub:   Ctrl:   Lang: eng  
BLvl: s   Form: s   Conf: 0   Freq: e   MRec:   Ctry: nju  
S/L: 0   Orig: s   EntW:   Regl: r   ISSN:   Alph:  
Desc: a   SrTp: p   Cont:   DtSt: c   Dates: 199u,9999

006   #a [m   d   ]

007   #a c #b r #d c #e n #f u

245 00 #a Science fiction weekly #h [electronic resource].

260 -- #a Somerset, NJ : #b Science Fiction Weekly

310 -- #a Biweekly

500 -- #a Description based on: Vol. 2, issue 20 (May 6, 1996); title from table of contents (publisher's Website, viewed Feb. 4, 1999).

500 -- #a Latest issue consulted: Vol. 5, no. 5 (Feb. 1, 1999) = issue 94.

538 -- #a Mode of access: World Wide Web.

856 40 #u <http://www.scifiweekly.com>

Example 3

Note that several other print journals have the same title but that there is no paper version of this title.

**Journal home page at:** <http://www.retroactive.com/> (viewed (1/28/99))



**Archive page:** the small cover image is a hot link to the March/April 1996 issue.

THIS PAGE shows RETRO's back issues from 1996, RETRO's first year. We started publishing in March, 1996. To see the contents of each issue, just click on the image. For 1998, [go here](#). For 1997, [go here](#).



March/April 1996: "Hawaii"

Top portion of table of contents page:



// 'Alo'  
means  
experience  
and 'ha'  
means breath  
of life. In  
ancient  
times,  
Hawaiians  
greeted each  
other by  
touching the  
bridge of the  
nose,  
therefore  
'experiencing  
the breath of

## Aloha

We invite you to take a look back not only to Hawaii in the 1930s, but also to RETRO's very first issue.

Our feature articles on Hawaii set the pattern for RETRO by combining musical selections in RealAudio, QuickTime movies, and a rich collection of vintage graphics and ephemera.

The illustration above, for example, once graced the dinner menu of a Matson cruise ship that plied the route between San Francisco and Honolulu, beginning in the 1930s.

{part of this screen omitted} Bottom portion of the same table of contents page:

Company, this pink palace still reigns over  
Waikiki.

- [Cruise Ship Menu Art](#)

Three of the top artists whose work was featured on cruise ship menus in the 1930's and 1940's.

- [Eugene Savage: Island Feast](#)

A glimpse into artist Eugene Savage's work on a series of Matson Cruise Line Menus.

- [Luaus: Preparation and Etiquette](#)

If you're considering having a luau, here's how it was done then, and how you can do it now.

■ ■ ■

| [Archive Home Page](#) |

[e-mail to RETRO](#) ©1996 RETRO, LLC.

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**About Retro page:**

**What is RETRO?**

RETRO is an online magazine that celebrates classic popular culture of the first three-fourths of the 20th century. We feature articles on vintage personalities, politics, music, media & entertainment, fashion, design, decorating and a whole lot more.

RETRO is written for people who are vintage period enthusiasts. We strive to take a lighthearted, informative approach to the classics of 20th century popular culture and style. And we search hard for the offbeat instead of the mainstream. We firmly believe that quality never goes out of style. Our mission is to help people enjoy life more in the present by grooving on the finest of the past.

**How do I subscribe to your print magazine?**

There is no print version of RETRO. RETRO is 100% online and electronic. And it's free.

**How can I tell what's new?**

A new issue of RETRO, with new feature articles, is posted the first of each month. The Table of Contents always shows what's new -- it's the best place to look.

**{material omitted}**

**How can I contact RETRO?**

You can send us [e-mail](#) by clicking on the button at the bottom of each web page, or send directly to [hey@retroactive.com](mailto:hey@retroactive.com). Our snail mail address is P.O. Box 636, Nokomis, FL, 34274. We always welcome your feedback and suggestions.

---

Example 3

## Cataloging record

Type: a   ELvl: I   Srce: d   GPub:   Ctrl:   Lang: eng  
BLvl: s   Form: s   Conf: 0   Freq: m   MRec:   Ctry: flu  
S/L: 0   Orig: s   EntW:   Regl: r   ISSN:   Alph:  
Desc: a   SrTp: p   Cont:   DtSt: c   Dates: 1996,9999

006   #a [m   d   ]  
007   #a c #b r #d c #e n #f a  
130 0- #a Retro (Nokomis, Fla.)  
245 00 #a Retro #h [electronic resource].  
260 -- #a Nokomis, FL : #b Retro, #c 1996-  
310 -- #a Monthly  
362 0- #a Mar./Apr. 1996-  
500 -- #a Title from table of contents (publisher's Website, viewed Jan. 28, 1999).  
538 -- #a Mode of access: World Wide Web.  
538 -- #a System requirements: RealAudio and Quick Time viewer for supplementary files.  
856 40 #u <http://www.retroactive.com/>

Example 4

Note that this title is issued in both a print and an online version. It is available at:  
<http://www.worth.com/>

**Journal home page:**

Nearly everything from the online and print editions of Worth ends up here. You can browse the magazine categorically, or look for an article according to the issue in which it appeared. Occasionally, an article may not be available. We understand that this may be an inconvenience and hope that the quality and depth of what is available will make up for any gaps in our files.



**Worth Online Archives**

**Worth Magazine Articles by Subject**  
**Worth Magazine Articles by Date**

**Peter Lynch & Friends Uncover the Best Stocks to Buy Now**

Once again, your man in Boston picks the brains of seven of his stock-picking peers. The result: 14 buy recommendations and some lessons you can take to the bank.

**Worth Stock**  
**Challenge VIII**  
**results**

See how your picks compare to those of our winner and the best possible.

<http://www.equitymag.com/http://www.equitymag.com/>**EQUITY:**  
**It's About Women**  
**and Money**

A women's financial ...  
**{material omitted}**

**Table of Contents**  
**February 1999 Issue**

**Top Stories**

**The Meridian**

**Candidate**

The bite-by-deferred-bite journal of one overweight

pharmaceutical pioneer.

**Net Investor: Can We**  
**Chat?**

The online investing ...

**{material omitted}**

We welcome your comments and questions. Contact [info@worth.com](mailto:info@worth.com)

© 1997 Capital Publishing Limited Partnership

---

Table of contents page for earliest issue online:

99/02 - Table of Contents

## February 1999 Issue

### FEATURES

#### **Lynch & Company**

Once again, seven experienced money managers talk shop with Peter Lynch. Each picks a favorite stock for the next twelve months and another for the long run. Listen and learn.

#### **First: New, Improved**

Editor John Koten introduces a cornucopia of new departments for a redesigned *Worth*.

#### **Jim Rogers: All in the Family**

First stop on Rogers's three-year sojourn: Iceland. Jim finds a close-knit, well-functioning community that's not crazy about letting foreigners' money in.

#### **By the Numbers: Poles Apart**

Jonathan Butler returns to *Worth* to crunch the numbers where skis crunch the snow: how the big three ski-resort stocks take different trails to valuation.

#### **Family Practice**

The recent changes in Medicare make now the right time to update your parents - and yourself.

### COLUMNS

JIM ROGERS: **All in the Family**

First stop: Iceland, home to one of the world's most intriguing and most exasperating economies.

### DEPARTMENTS

NEED TO KNOW

PERSONAL ADVISER

more...

**Also**

FIRST THINGS FIRST

FOLLOW-UP

LETTERS

ADVOCATE

## Example 4

**Single Record**

Type: a   ELvl:   Sree: d   GPub:   Ctrl:   Lang: eng  
BLvl: s   Form:   Conf: 0   Freq: m   MRec:   Ctry: mau  
S/L: 0   Orig:   EntW:   Regl: r   ISSN: 1   Alph: a  
Desc: a   SrTp: p   Cont:   DtSt: c   Dates: 1992,9999

010 -- #a 92-660054 #z sn 92-31

**007 -- #a c #b r #d c #e n #f u {optional}**

022 0- #a 1060-5967

037 -- #b Worth, POB 55420, Boulder, CO 80322-5420 #c \$15.00 (U.S.) #a \$21.00  
(Can.)

040 -- #a NSDP #c NSDP #d MH #d DLC #d NST #d InU #d GU

042 -- #a nsdp #a lc

043 -- # an-us---

050 00 #a HG4501 #b .W67

082 00 #a 332.6/0973/05 #2 20

210 0- #a Worth #b (Boston Mass.)

222 -0 #a Worth #b (Boston, Mass.)

245 00 #a Worth.

260 -- #a Boston, MA : #b Capital Pub. Co., #c c1992-

300 -- #a v. : #b ill. ; #c 28 cm.

310 -- #a Monthly, #b 1994-

321 -- #a Bimonthly, #b 1992-1993

362 0- #a Vol. 1, no. 1 (Feb./Mar. 1992)-

500 -- #a Title from cover.

515 -- #a Issue for Feb./Mar. 1992 called also Premiere issue.

**530 -- #a Also available on the Internet as: Worth online.**

650 -0 #a Investments #z United States #v Periodicals.

650 -0 #a Mutual funds #z United States #v Periodicals.

650 -0 #a Investments #v Periodicals.

650 -0 #a Mutual funds #v Periodicals.

**740 0- #a Worth online.**

780 00 #t Investment vision #x 1055-2375 #w (DLC) 91640692 #w (OCoLC)22272186

**856 41 #u <http://www.worth.com/>**

### Separate Records

Record for the online version:

Type: a   ELvl:     Srce: d   GPub:     Ctrl:     Lang: eng  
BLvl: s   Form: s   Conf: 0   Freq: m   MRec:     Ctry: mau  
S/L: 0   Orig: s   EntW:   Regl: r   ISSN:     Alph:  
Desc: a   SrTp: p   Cont:     DtSt: c   Dates: 1992,9999

006   #a [m   d   ]  
007   #a c #b r #d c #e n #f u  
245 00 #a Worth online #h [electronic resource].  
260 -- #a [Boston, Mass.] : #b Capital Pub. Ltd. Partnership  
310 -- #a Monthly  
362 1- #a Print began with: Vol. 1, no. 1 (Feb./Mar. 1992).  
500 -- #a Description based on: Feb. 1999 issue; title from journal home page  
(publisher's Website, viewed Jan. 28, 1999).  
530 -- #a Online version of a print journal.  
538 -- #a Mode of access: World Wide Web.  
776 1- #t Worth #x 1060-5967 #w (DLC) 92660054  
856 40 #u <http://www.worth.com/>

## Record for print version

Type: a   ELvl:   Sree: d   GPub:   Ctrl:   Lang: eng  
BLvl: s   Form:   Conf: 0   Freq: m   MRec:   Ctry: mau  
S/L: 0   Orig:   EntW:   Regl: r   ISSN: 1   Alph: a  
Desc: a   SrTp: p   Cont:   DtSt: c   Dates: 1992,9999

010 -- #a 92-660054 #z sn 92-31

**007 -- #a c #b r #d c #e n #f u {optional}**

022 0- #a 1060-5967

037 -- #b Worth, POB 55420, Boulder, CO 80322-5420 #c \$15.00 (U.S.) #a \$21.00 (Can.)

040 -- #a NSDP #c NSDP #d MH #d DLC #d NST #d InU #d GU

042 -- #a nsdp #a lc

043 -- # an-us---

050 00 #a HG4501 #b .W67

082 00 #a 332.6/0973/05 #2 20

210 0- #a Worth #b (Boston Mass.)

222 -0 #a Worth #b (Boston, Mass.)

245 00 #a Worth.

260 -- #a Boston, MA : #b Capital Pub. Co., #c c1992-

300 -- #a v. : #b ill. ; #c 28 cm.

310 -- #a Monthly, #b 1994-

321 -- #a Bimonthly, #b 1992-1993

362 0- #a Vol. 1, no. 1 (Feb./Mar. 1992)-

500 -- #a Title from cover.

515 -- #a Issue for Feb./Mar. 1992 called also Premiere issue.

**530 -- #a Also available on the Internet as: Worth online.**

650 -0 #a Investments #z United States #v Periodicals.

650 -0 #a Mutual funds #z United States #v Periodicals.

650 -0 #a Investments #v Periodicals.

650 -0 #a Mutual funds #v Periodicals.

**776 0- #t Worth online #w ...**

780 00 #t Investment vision #x 1055-2375 #w (DLC) 91640692 #w (OCoLC)22272186

**856 41 #u <http://www.worth.com/>**

## Session 9: What is the Serial About?

How does subject cataloging for serials differ from monographs?

How many subject headings are appropriate?

How do I go about assigning subject headings?

How are serials classified?

### References

*CONSER Cataloging* Manual, Module 15

*CONSER Editing Guide*, Section E, Fields 050, 600-651

*Subject Cataloging Manual*: Subject Headings

*Subject Cataloging Manual*: Shelflisting

### Warm Up Exercises

See Appendix G for suggestions

### Questions for the Session:

The main objective of this session is to review very briefly some basic points in assigning subject headings to serials using LCSH and in classifying them using the LC schedules. To this end, the following questions will be addressed:

How does subject cataloging for serials differ from monographs?

How many subject headings are appropriate?

How do I go about assigning subject headings?

How are serials classified?



## Subject Headings:

- **Assign headings for the whole serial, not for a single issue**
  - **May need to review the general scope of the serial to be sure that headings are broad enough**
- **Typically 1-3 subject headings in core records**
- **Most important subject comes first and relates to call number**

### **Subject Headings (LCSH): General Guidelines**

Examples in the following guidelines assume use of LCSH.

- Always assign headings that correspond with the subject matter of the serial as a whole as opposed to topics of certain sections of a serial, special thematic issues, etc.
- Serials will usually have 1 to 3 headings, but should have at least one if any subject headings are appropriate.
- If a serial covers three or more equal topics, prefer to use a broader topic. For example, if the publication discusses angel fish, gouramis, guppies and neon tetras, prefer to use a broader topic such as Aquarium fishes.
- The most important subject heading, which typically correlates with the classification, comes first and represents the predominant topic of the work.

## Subject Headings (cont'd):

- **assign more than one heading when there is more than one predominant topic**

- **Example: South African review of books**

**650 -0 #a South African literature (English) #y 20th century #v Book reviews #v Periodicals.**

**651 -0 #a South Africa #v Book reviews #v Periodicals.**

- If the predominant topic cannot be represented by a single heading, assign two headings that, taken together, express the predominant topic. For example, the *South African Review of Books* needs at least two headings to bring out both the geo-political and literary aspects of its content:

**650 -0 #a South African literature (English) #y 20<sup>th</sup> century  
#v Book reviews #v Periodicals**

**651 -0 #a South Africa #v Book reviews #v Periodicals**

- There are some types of serials that will typically have no subject headings. These are usually of a very general nature, such as *Newseek*, *Time*, *U.S. News and World Report*, etc. Serials such as these are usually classed in AP by language.

## Strategies for Assigning Subjects:

- **for title changes:**

- **same subject headings as in the old title record**

- **evaluate the headings:**

- Labor and laboring classes (no longer valid)**

- use:**

- Working class**

- Labor movement**

- and/or Labor**

- **add new headings if scope has been expanded**

## Strategies for Assigning Subject Headings

-For title changes:

- Use the same subject headings as found in the old record for the title unless the subject coverage of the journal has changed significantly.

- It is important, however, to evaluate the headings in the previous title's record before using them for the new title.

For example, the topic "Labor and laboring classes" is no longer valid and is now divided into three topics: "Working class", "Labor movement", and "Labor".

- Add new headings if the scope has been expanded.

## Strategies (cont'd.):

- look at the contents page, scope statements in a masthead, editorial commentary, instructions to authors, etc. for key words and phrases.
- search your OPAC
- use significant words from the title

-Look at contents pages, scope statements in the masthead, editorial commentary, instructions to authors, etc., for key words or phrases.

- Search your OPAC using the subject keyword index and/or the title keyword index using significant words from the title to find similar journals and apply those subject headings after verifying them in an authority file.

- If the title proper or other title information doesn't convey the subject coverage of the journal, there are other useful sources for subject information on the piece, such as the contents page, a scope statement found in the masthead, editorial commentary, instructions to authors.

## Special cases: Annual reports, etc.

- When corp. body is subject, give in 610
- Give also a topical heading if report covers activities on a topic
  - 245 10 Annual report of the Library of Congress.
  - 610 20 Library of Congress #v Periodicals.
  - 650 0- Libraries #z United States #v Periodicals.
- Do not give topical heading to reflect the body itself

## Special cases: place name in title

- Use a geographical heading or subdivision if the serial focuses on activities in that place
  - e.g., Seattle magazine is about Seattle and the Pacific Northwest
    - 651 0 Seattle (Wash.) #v Periodicals
    - 651 0 Pacific Northwest #v Periodicals
- Do not use the geographical heading if the place is just that of publication and the scope is broader
  - e.g., *New England journal of medicine* is not limited to medicine in New England
    - 650 0 Medicine #v Periodicals.

## Form Subdivisions:

- **—Periodicals (most common)**
- **—Catalogs, —Congresses, —Directories, —Indexes, etc.**
- **subfield x was replaced by subfield v as of February, 1999**

### Form Subdivisions

- The most commonly used form subdivision is “Periodicals” which is used for publications that are issued regularly (weekly, monthly, biennially, etc.) in successive parts, bear numerical and/or chronological designations and are intended to continue publication indefinitely.
- Other commonly used form subdivisions are: “Catalogs”, “Congresses”, “Directories”, “Indexes”, etc. For more on this topic, see the ***CONSER Editing Guide***, Appendix J.
- Note that subfield “x” for form subdivisions was replaced by subfield “v” as of February 1999.

## Form Subdivisions (cont'd):

- newspapers:

**651 -0 #a Chicago (Ill.) #v Newspapers.**

**651 -0 #a Boston (Mass.) #v Newspapers.**

- U.S. ethnic newspapers:

**650 -0 #a African Americans #z Massachusetts #z Boston #v Newspapers.**

**650 -0 #a Greeks #z Illinois #z Chicago #v Newspapers.**

**650 -0 #a Armenians #z United States #v Newspapers.**

Newspapers are a special case:

1. Newspapers usually are assigned a subject heading based on place of publication and/or geographical area of coverage.
2. Ethnic newspapers published in the United States are, however, usually assigned additional topical subject headings.



## LC Classification:

<b>T</b>	<b>Technology (General)</b>		
<b>T1-4</b>	<b>Periodicals and societies. By language of publication</b>	<b>Record 1(English title):</b>	
<b>T1</b>	<b>English</b>		<b>Record 1(English title):</b>
<b>T2</b>	<b>French</b>		
<b>T3</b>	<b>German</b>		
<b>T4</b>	<b>Other languages (not A-Z)</b>		
<b>T5</b>	<b>Yearbooks</b>		
<b>T6</b>	<b>Congresses</b>		
	<b>Industrial museums, etc., see T179+</b>		
	<b>International exhibitions, see T391+</b>		
<b>T7</b>	<b>Collected works (nonserial)</b>		

T1  
650 -0 #a Technology #v  
Periodicals.

### Record 2 (German title):

T3  
650 -0 #a Technology #v  
Periodicals.

### LC Classification for Serials

- Generally, specific class numbers or ranges of numbers are found at the beginning of each topical division or subdivision in the LC schedules.
- In the example illustrated in the slide, class numbers have been assigned based on the subject heading(s) listed.
- Note that the heading “Yearbooks” is now obsolete and new titles are generally not classified under these numbers in the schedules. As the schedules are revised, LC intends to remove these numbers.

Record 1: English title

Class number: T1

Heading: **650 -0 #a Technology #v Periodicals**

Record 2: Germa title

Class number T3

Heading: **650 -0 #a Technology #v Periodicals**

## LC Classification (cont'd.):

<b>Industrial directories</b>		
<b>T11.95</b>	<b>General works</b>	
	<b>By region or country</b>	
<b>T12-12.3</b>	<b>United States</b>	
<b>T12</b>	<b>General works</b>	<b>Record 1:</b>
<b>T12.3.A-Z</b>	<b>By region or state, A-Z</b>	T12.3.C18
	<b>Under each state:</b>	651 -0 #a California #x Industry #v
	<b>.x General works</b>	Directories.
	<b>.x2A-Z Local, A-Z</b>	
<b>T12.5.A-Z</b>	<b>Other regions or</b>	
<b>countries, A-Z</b>	<b>Under each country:</b>	<b>Record 2:</b>
	<b>.x General works</b>	T12.5.V4
	<b>.x2A-Z Local, A-Z</b>	651 -0 #a Venezuela #x Industry #v

- If provision has been made for geographic aspects of a topic, classify the serial as a general work under the appropriate topic. For example,

Record 1:

Class number T12.3C18

Heading: **651 -0 #a California #x Industry #v Directories**

Record 2:

Class number T12.5.V4

Heading: **651 -0 #v Venezuela #x Industry #v Directories**

## LC Classification (cont'd.):

### History

Including the history of inventions

**T14.7 Periodicals, societies, serials, etc.**

T15 General works

T16 Ancient

T17 Medieval

T18 Modern

T19 19th-20th centuries

T20 20th century

Including "technological wonders of the modern world"

← **Example:**

**T14.7**

**650 -0 #a Technology #x History #v Periodicals.**

- If the subject heading is more specific, classify the title more closely. For example,

Record 1:

Class number T14.7

Heading: **650 -0 #a Technology #x History #v Periodicals**

- Class numbers are usually assigned based on the predominant subject matter of the publication as often expressed in the first subject heading in the cataloging record.
- Many subject authority records contain suggested class numbers or ranges of numbers for the topic. These should always be checked in the LC schedules to verify that the number is appropriate for serials.
- One major exception commonly followed in classifying serials is that when titles change but the serial essentially continues in the same subject matter, it is assigned the same class number and cutter as the earlier title. This keeps the entire run of the serial together on the shelves, as most patrons tend to expect. Two common exceptions to this practice are:
  1. If the subject matter of the new title varies significantly, the new title may be reclassified to a more appropriate location in the collection.
  2. If the new title begins its numbering pattern over from one, the new title is newly classed or a successive cutter is assigned to the same class number to keep the run together.

## LC Classification (cont'd.):

In some cases, the schedules call for the classifier to assign a second cutter after a generic serial cutter

**Operations research. Systems analysis**  
**Cf. QA402+, Analytical methods**  
**connected with physical problems**

**T57.6.A1 Periodicals,**  
**societies, etc.**

**T57.6.A2-Z General works**



### Example:

T57.6.A1  
650 -0 #a Technology #x  
Research #v Periodicals.

In some cases, the schedules call for the classifier to assign a second cutter after a generic serial cutter. For example,

Record 1:

Class number T57.6.A1

Heading: **650 -0 #x Technology #x Research #v Periodicals**

There are many variations on these schemes in the LC schedules such as cutter lists for places or topics; successive cutters, etc.

If you are using copy for your cataloging record and it contains an LC, CONSER member, or OCLC member-assigned call number, you may simply use these as they are. Some libraries, however, prefer to add a “trailing lowercase x” or a zero to the final cutter to avoid any possibility of duplication.

## Cuttering Serials:

- **successive work letters for corporate main entry:**

**RA997.U48a United States. Congress...  
Nursing home care in the ...**

**RA997.U48b United States. Congress...  
Annual report of the ...**

- **successive Cutters for translations:**

**Z6723.U5 Military review (English original)**

**Z6723.U52 Military review (Portuguese ed.)**

**Z6723.U53 Military review (Spanish ed.)**

- **Otherwise, cutter by main entry (usually title)**

### Cuttering Class Numbers for Serials

- Add successive work letters beginning with “a” to Cutters for serials entered under corporate bodies to collocate all serials entered under the same body in the same class number. For example,

**RA997.U48a United States. Congress ...  
Nursing home care in the ...**

**RA 997.U48b United States. Congress ...  
Annual report of the ...**

- Reprints and translations of serials use successive Cutters in order of receipt for the reprints and translations rather than translation Cutters as for monographs. For example,

**Z6723.U5 Military review (English original)**

**Z6723.U52 Military review (Portuguese ed.)**

**Z6723.U53 Military review (Spanish ed.)**

- Otherwise, Cutter for the main entry – typically the title – unless instructed otherwise in the schedules.

## Summary

- Assign at least one subject heading unless subject is too general
- Assign headings to cover the scope of the whole serial, not any one issue
- Classification is usually based on the first subject heading
- Cutters are assigned based on the main entry



## **Session 9: Exercises**

Part A is appropriate for workshops where the sessions on original cataloging were not given or as more examples that can be used once part B is done.

Part B allows those who did the original cataloging sessions to complete their records with subject headings.

Chose as many subject headings as seem called for by the information provided. Indicate tags, indicators, and subfielding as necessary.



## Example 1

The sole issue you have in hand is dedicated to the wines of Bordeaux.

130	0-	Wine (London, England : 1986)
245	00	Wine.
6	_____	_____
6	_____	_____
6	_____	_____

Choices:

1. Wine industry #z France #z Bordeaux #v Periodicals.
2. Wine districts #z France #z Bordeaux #v Periodicals.
3. **Wine #v Periodicals.**

**Points to mention:**

The publication is about wine in general so a general subject heading is chosen.

From the portions of the schedules provided, circle the class number you think most appropriate.

Agricultural industries  
 Beverages. Beverage containers  
 HD9370-9389 Wines (Table H18)  
 Including viticulture  
 Cf. SB387+, Plant culture  
 Cf. TP544+, Wine making

<b>TP544</b>	<b>Periodicals, societies, congresses, etc.</b>
TP546	Dictionaries and encyclopedias
TP546.5	Directories
...	
TP549	History
TP553-559	Special countries
TP553-555	France
TP553	General works
TP555	Champagne
TP557	United States
TP559.A-Z	Other regions and countries, A-Z

Example 2

130	0 -	Aquarium (Maywood, N.J.)
245	04	The aquarium.
6	_____	_____
6	_____	_____
6	_____	_____

Choices:

1. Aquariums #x Equipment and supplies #v Periodicals.
2. Tropical fish #v Periodicals.
3. Aquarium fishes #v Periodicals.
4. **Aquariums #v Periodicals.**

**Points to mention:**

The publication is about aquariums in general so a general subject heading is chosen.

From the portions of the schedules provided, circle the class number you think most appropriate.

QH68	Vivariums. Terrariums Cf. SB417, Glass gardens. Wardian cases Aquariums (Home and school), see SF456+ Aquariums (Public), see QL78+
QH70.A1-Z	Museums. Exhibitions For research serial publications, see QH1+
QH70.A1	General works
QH70.A2-Z	By region or country, A-Z Under each country: .x General works .x2A-Z Special. By city, A-Z

Fishes. Aquarium animals Including tropical fish Cf. QL78+, Public aquariums <b>SF456</b> SF456.5 SF456.8 SF457	<b>Periodicals. Societies. Serials</b> Dictionaries. Encyclopedias Shows. Showing General works
---	--

## Example 3

245	00	Cotton and allied textile industries.
6	_____	_____
6	_____	_____
6	_____	_____

Choices:

1. Cotton #v Periodicals.
2. **Cotton manufacture #v Periodicals.**
3. **Textile industry #v Periodicals.**
4. Cotton textiles #v Periodicals.
5. Textile fabrics #v Periodicals.

**Point to mention:**

The emphasis of the publication is on the industrial aspects, not the textiles themselves.

From the portions of the schedules provided, circle the class number you think most appropriate.

**HD9870-9889 Cotton (Table H18)**  
 HD9889.A-Z Special products, A-Z  
 HD9889.Y28-Y3 Yarns (Table H23)

## Table H18

0.1 Periodicals. Societies. Serials

For manufacturer's associations formed with particular reference to labor questions, see HD6941-HD6948

0.2 Yearbooks

0.3 Directories

0.4 Statistics, prices, etc.

0.5 General works. History

Cotton  
 SB245 Periodicals. Societies. Serials  
 SB245.2 Congresses  
     Documents (United States), see SB249  
     Documents (Other countries), see SB251.A+  
 SB249 General and United States  
 SB251.A-Z Other countries, A-Z  
 SB251.5 Sea Island cotton  
 (SB252) Ginning, baling, etc.

## Example 4

The following title is the official publication of the History of Science Society. The last issue each year is an annual bibliography and bears the title: Current bibliography of the history of science and its cultural influences.

245	00	Isis.
6	_____	_____
6	_____	_____
6	_____	_____

Choices:

1. Science #v Periodicals.
2. History #v Periodicals.
3. **Science #x History #v Periodicals.**
4. **Science #x History #v Bibliography #v Periodicals.**

**Points to mention:**

Q124.6 is chosen because it places the publication with other periodicals published by societies devoted to the history of science.

From the portions of the schedules provided, circle the class number you think most appropriate.

<p>Periodicals. By language of publication</p> <p>Q1.A1 Polyglot</p> <p>Q1.A3-Z English</p> <p>Q2 French</p> <p>Q3 German</p> <p>Q4 Other languages (not A-Z)</p> <p>Q9 Yearbooks</p> <p>Collected works (nonserial), see Q111+</p> <p>Q10-99 Societies</p> <p>Including works about societies, serial publications of societies</p> <p>.....</p> <p>History</p> <p>Including science and state</p> <p><b>Q124.6 Periodicals, societies, congresses, serial collections, yearbooks</b></p> <p>Q124.7 Collected works (nonserial)</p> <p>Q124.8 Dictionaries and encyclopedias</p> <p>Q124.85 Nomenclature, terminology, notation, abbreviations</p> <p>General works, see Q125+</p> <p>Q124.95 Ancient</p> <p>Q124.97 Medieval</p>
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## Part B

Use the partially completed workforms from the sessions 3 and 4 exercises to complete the cataloging records for these titles. You may need to refer back to information provided in those sessions. Select appropriate headings. Then select a class number that seems appropriate.

### Example 1

Title: Bells and bellringing

Choice of headings:

**Carillons #v Periodicals**

**Change ringing #v Periodicals** {note: there is a x-ref. from Bell ringing}

Church bells #v Periodicals

Handbells #v Periodicals

Porcelain bells #v Periodicals

### Points to mention:

Two subject headings are assigned to reflect the two aspects of the publication: bells **and** bell ringing.

Class number:

MT
----

<b>710 Carillon, bell ringing, etc.</b>
---

711 Handbell ringing
----------------------

### Example 2

Title: Newsletter / Illinois State Genealogical Society

Choice of headings:

Genealogy #v Periodicals

N.B. Genealogy (Not Sud Geog) (sa subdivision Genealogy under names of countries, cities, etc.)

Biography #v Periodicals.

Genealogical literature #v Periodicals.

**Illinois #x Genealogy #v Periodicals.**

**Illinois State Genealogical Society #v Periodicals.**

Class number:

CS Genealogy
CS1 Periodicals. Societies. Serials
CS2 Congresses
CS3-4 Collected works (nonserial)
CS3 Several authors
CS4 Individual authors
CS5 Directories
CS6 Dictionaries. Encyclopedias
CS7 History

United States (Local history)
Illinois
<b>F536 Periodicals. Societies. Collections</b>
F538 Museums. Exhibitions, exhibits
F539 Gazetteers. Dictionaries. Geographic names
F539.3 Guidebooks
F540 Biography (Collective). Genealogy (Collective)
F540.2 Historiography
Historians, see E175.5.A+
F540.5 Study and teaching
F541 General works. Histories
F541.3 Juvenile works
F541.5 Pamphlets, addresses, essays
F541.6 Anecdotes, legends, pageants, etc.
F542 Historic monuments (General). Illustrative material

Example 3

Title: The Art Institute of Chicago annual report

Choice of headings:

Art #v Periodicals.  
 Art, American #z Illinois #z Chicago #v Periodicals.  
**Art Institute of Chicago #v Periodicals.**  
 Art museums #z Illinois #z Chicago #v Periodicals.  
 Museums #z Illinois #z Chicago #v Periodicals.

**Points to mention:**

The publication is an annual report about the operations of the Art Institute. Therefore, the first subject heading assigned is for the corporate body. The second heading is more general.

AM Museums. Collectors and Collecting

1 Periodicals, societies, collections, etc.

Class here publications devoted to the interests of museum, methodology, description, etc.

...

101 Individual museums. By place, A-Z (Table I)

Chicago, Ill.

**N530 Art Institute (Table N9)**

N531.A-Z Other public collections, A-Z

N531.C5 Ciurlionio vardo galerija (Table N9)

N531.D38 David and Alfred Smart Gallery (Table N9)

N531.M37 Martin D'Arcy Gallery of Art (Table N9)

N531.M87 Museum of Contemporary Art (Table N9)

N531.U6 Union League Club (Table N9)

Example 4

Title: California information almanac

Choice of headings:

**California #v Periodicals**

California #v Handbooks, manuals, etc.

**Points to mention:**

The primary focus of the almanac is about the State of California. Therefore, a geographical subject heading is assigned.

Class number:

California

**F856 Periodicals. Societies. Collections**

F858 Museums. Exhibitions, exhibits

F859 Gazetteers. Dictionaries. Geographic names

F859.3 Guidebooks

F860 Biography (Collective). Genealogy (Collective)

F860.2 Historiography

Historians, see E175.5.A+

## Appendix A: Tools for Serials Catalogers

### A. Print resources for cataloging serials:

1. **Anglo-American Cataloguing Rules (AACR2)**. 2<sup>nd</sup> ed. rev. Chicago: American Library Association., 1988-
2. **CONSER Cataloging Manual (CCM)**. 2002 ed. Washington, D.C.: Serial Record Division, Library of Congress; distributed by the Cataloging Distribution Service. An in-depth presentation of serials cataloging as practiced at LC and CONSER institutions that features the step-by-step process of cataloging a serial with reference to pertinent AACR2 rules and LC rule interpretations and explanations of LC oral tradition relating to serials.
3. **CONSER Editing Guide (CEG)**. 1994 ed. Washington, D.C.: Serial Record Division, Library of Congress; distributed by the Cataloging Distribution Service. This guide supplies instructions for online input for serials catalogers following AACR2 in a MARC-based system.
4. **Descriptive Cataloging Manual (DCM)**. The DCM is an in-house manual containing the procedures followed by catalogers at the Library of Congress. The chapters that relate to establishing name and series authority records, however, are used by CONSER members, NACO participants, and others participating in cooperative programs.
5. **Library of Congress Rule Interpretations (LCRIs)**. Washington, D.C.: Cataloging Distribution Service, Library of Congress.
6. Geer, Beverley and Caraway, Beatrice L. **Notes for Serials Cataloging**. 2nd ed. Englewood, Colo.: Libraries Unlimited, 1998.
7. **MARC 21 Format for Authority Data**. Washington, D.C.: Cataloging Distribution Service, Library of Congress.
8. **MARC 21 Format for Bibliographic Data**. Washington, D.C.: Cataloging Distribution Service, Library of Congress.

### B. Print resources for subject cataloging and classification:

1. **Free-Floating Subdivisions: an Alphabetical Index**. Washington, D.C.: Cataloging Distribution Service, Library of Congress.
2. **Library of Congress Classification Schedules**. Washington, D.C.: Cataloging Distribution Service, Library of Congress.



3. **Library of Congress Subject Headings (LCSH).** Washington, D.C.: Cataloging Distribution Service, Library of Congress.
4. **Medical Subject Headings.** Bethesda, MD: National Library of Medicine; for sale by the Supt. of Docs., U.S. G.P.O.
5. **Subject Cataloging Manual.** Washington, D.C.: Cataloging Distribution Service, Library of Congress.

C. Online resources for serials:

1. **Cataloger's Desktop.** Washington, D.C.: Library of Congress, Cataloging Distribution Service. This is a CD-ROM product that contains most of the LC documentation for cataloging and classification.
2. **CONSER Home Page:** <http://lcweb.loc.gov/acq/conser/homepage.html>
3. **IESCA (Interactive Electronic Serials Cataloging Aid)** (Northwestern University Library): <http://www.library.nwu.edu/iesca>
4. **Internet Library for Librarians** by V. Sha:  
<http://www.itcompany.com/inforetriever>
5. **LC's Home Page:** <http://www.loc.gov>
6. **NASIGWeb:** <http://www.nasig.org>
7. **OCLC's Home Page:** <http://www.oclc.org>
8. **RLG Home Page:** <http://lyra.rlg.org/>
9. **Serials in Cyberspace: Collections, Resources, and Services** by B. MacLennan. See: <http://www.uvm.edu/~bmacleenn/>
10. **SERIALST** ( a very useful listserv). For more information see:  
<http://www.uvm.edu/~bmacleenn/serialst.html>.
11. **Tools for Serials Catalogers** by A. Ercelawn:  
<http://www.library.vanderbilt.edu/ercelawn/serials.html>
12. **USMARC Home Page:** <http://lcweb.loc.gov/marc/>

D. E-journals:

1. **CONSERline:** <http://lcweb.loc.gov/acq/conser/consrlin.html>

2. **LCCN** (LC Cataloging Newslines): <http://lcweb.loc.gov/catdir/lccn/lccn.html>



## Appendix B: Acronyms and Initialisms Relating to Serials

<b>CONSER</b>	Cooperative Online Serials Program. Formerly Conversion of Serials Project.
<b>DCM</b>	Descriptive Cataloging Manual. The Library of Congress in-house cataloging manual also used by members of national cooperative programs such as NACO.
<b>FRBR</b>	Functional Requirements for Bibliographic Records. An entity-attribute model meant to serve as a framework for examining elements of the bibliographic record and how they can be used to best create catalogs.
<b>ISBD(CR)</b>	International Standard Bibliographic Data—Serials and Other Continuing Resources. The ISBD(CR) is an international cataloging code of the description of continuing resources. It is developed and maintained by the International Federation of Library Associations (IFLA). It replaces ISBD(S).
<b>ISSN</b>	International Standard Serial Number. The ISSN is governed by the International Centre in Paris and assigned by centers in each country.
<b>ISSN Canada</b>	International Standard Serial Number Canada. The Canadian center responsible for assigning ISSN to Canadian imprints and located at the National Library of Canada.
<b>LCSH</b>	Library of Congress Subject Headings.
<b>MARBI</b>	ALA RTSD LITA RASD Committee on Representation in Machine Readable Form of Bibliographic Information.
<b>MARC 21</b>	Machine Readable Cataloging. Formerly USMARC
<b>NACO</b>	Name Authority Cooperative.
<b>NASIG</b>	North American Serials Interest Group, Inc.
<b>NISO</b>	Name Information Standards Organization. NISO began as Committee Z39 of the American National Standards Institute (ANSI).
<b>NSDP</b>	National Serials Data Program. NSDP is a section of the Serial Record Division, Library of Congress and is the United States center responsible for assigning ISSN to U.S. imprints.

<b>OCLC</b>	Online Computer Library Center.
<b>PCC</b>	Program for Cooperative Cataloging. CONSER is a bibliographic component along with BIBCO. NACO and SACO are authority components
<b>RLIN</b>	Research Libraries Information Network. The cataloging database of the Research Libraries Group (RLG).
<b>SCCTP</b>	Serials Cataloging Cooperative Training Program.
<b>SICI</b>	Serial Item and Contribution Identifier. The bar code that uniquely identifies each issue of a serial, of which the ISSN forms the first portion.
<b>SISAC</b>	Serials Industry Standards Advisory Committee. SISAC is a committee of the Book Industry Study Group, Inc. (BISG).
<b>USNP</b>	United States Newspaper Program.

## Appendix C: Glossary of Serials Terms

Definitions are taken from AACR2 and/or the CONSER Cataloging Manual.

<b>Access point</b>	A name, word, code, etc., under which a publication may be searched and identified in a catalog.
<b>Added entry</b>	An entry, additional to the main entry, by which an item is represented in a catalog; a secondary entry.
<b>Added title page</b>	A title page preceding or following the title page chosen as the basis for the description of the item. It may be more general (e.g., a series title page), or equally general (e.g., a title page in another language).
<b>Alternative numbers</b>	A secondary system of numbering (e.g., vol. 1, no. 1 + No. 1)
<b>Alternative title</b>	The second part of a title proper that consists of two parts, each of which is a title; the parts are joined by "or", or its equivalent in another language.
<b>Analytic</b>	A catalog entry for a part of a publication for which a comprehensive entry is made. An analytic can be a title within a series, a chapter or article within a book, a series published within a larger series, etc. An analytic record can be either a monograph or a serial.
<b>Analytical title page</b>	The title page of an individual work in a series.
<b>Area</b>	A major section of the bibliographic description, comprising data of a particular category or set of categories.
<b>Backfile</b>	Purchase of specific volumes or issues that are lacking from the collection. They are considered "only orders" because they are single, one-time purchases.
<b>Bibliographic resource</b>	An expression or manifestation of a work or an item that forms the basis for bibliographic description.
<b>Body of the entry</b>	Areas 1-6 of the catalog record (i.e., the title statement through the series).
<b>Caption title</b>	A title given at the beginning of the first page of text.

<b>Chief source of information</b>	The source of bibliographic data to be given preference as the source from which a bibliographic description (or portion thereof) is prepared. For serials, the chief source is the title page or title page substitute of the first or earliest issue.
<b>Chronological designation</b>	A date, or combination of dates, numbers, or words that identifies an issue of a serial within a chronological sequence.
<b>Chronological relationship</b>	The relationship in time between bibliographic items (e.g., the relation of a serial to its predecessors and successors).
<b>Claiming</b>	The process of contacting a publisher or vendor to request supply of material missed or overdue on subscription, standing order, or backfile order.
<b>Colophon</b>	A statement at the end of an item giving information about one or more of the following: the title, author(s), publisher, printer, date of publication or printing. It may include other information.
<b>Common title</b>	A title common to two or more works, one or more of which carries the title and/or designation of a section.
<b>Computer file</b>	See Electronic resource.
<b>Continuing resource</b>	A bibliographic resource that has no predetermined conclusion.
<b>Corporate body</b>	An organization or group of persons that is identified by a particular name and that acts, or may act, as an entity. Typical examples of corporate bodies are associations, institutions, business firms, nonprofit enterprises, governments, government agencies and the like.
<b>Cover date</b>	A chronological designation that reflects the date of issuance rather than the coverage, such as the date found on the cover of magazines and periodicals.
<b>Cover title</b>	A title printed on the cover of an item as issued.
<b>Coverage date</b>	A date that reflects the coverage of the contents of the item.

<b>Cumulation</b>	An issue of a serial that collects all of the information given in the previous issues for a given period and is intended to replace those issues. The cumulation may rearrange, correct, or expand the contents of the original issues.
<b>Designation</b>	The numeric or chronological designation or combination of both as recorded in field 362 or 500. See also Numbering.
<b>Direct access (Electronic resources)</b>	The use of electronic resources via carriers (e.g., disks, cassettes, and cartridges) designed to be inserted into a computer or its auxiliary equipment by the user.
<b>Distinctive title</b>	A title that appears in addition to the title proper, is unique to an issue, and is often related to the topic or theme of that issue.
<b>Editorial pages</b>	These pages are most often found in periodicals and usually contain the masthead in a boxed area. The title may be found at the head of the page.
<b>Electronic resource</b>	Material (data and/or program(s)) encoded for manipulation by a computerized device. This material may require the use of a peripheral directly connected to a computerized device (e.g., a CD-ROM drive) or a connection to a computer network (e.g., the Internet).
<b>Electronic serial</b>	A continuing resource published periodically in electronic format and distributed via computer networks or CD-ROMs, etc.
<b>Enumeration</b>	The scheme used by a serial publication to identify distinct issues within a numerical sequence. Common enumeration elements are: volume/no. and month/year.
<b>Fluctuating title</b>	A title that changes back and forth on a regular or irregular basis.
<b>Format</b>	In its widest sense, a particular physical presentation of an item.
<b>Heading</b>	A name, word, or phrase placed at the head of a catalog entry to provide an access point.



<b>Holdings</b>	The specific issues of a serial title which a library owns.
<b>Holdings Statement</b>	A formalized note in a library catalog or system that summarizes the library's holdings of a serial title.
<b>Home page</b>	The hypertext document that serves as the "preface" for a service or publication mounted on the World Wide Web. It is normally an introductory screen that provides general information about the institution maintaining the site, or a publication or group of publications available. Hypertext links are included to access specific documents or files archived at the site.
<b>Integrating resource</b>	A bibliographic resource that is added to or changed by means of updates that do not remain discrete and are integrated into the whole. An integrating resource may be finite or continuing. Examples of integrating resources include updating loose-leafs and updating Web sites.
<b>Internal numbers</b>	Numbers within a volume that repeat with each volume (e.g., vol. 3, no. 2)
<b>Issuing body</b>	A corporate body that is responsible for the issuance, and often the contents, of an item but whose primary function is not that of publishing.
<b>Item</b>	A physical volume bound and shelved as a unit. Items can be a single publication or a group of serial issues bound together. Items carry a bar code to identify the piece for various inventory purposes.
<b>Item record</b>	An inventory record created for each physical volume in the Library's collection which is used by the circulation system to track circulation status, loan period, housing location, etc.
<b>Main entry</b>	The complete catalog record of an item, presented in the form by which the entity is to be uniformly identified and cited. The main entry may include the tracing(s).
<b>Masthead</b>	The masthead is the statement of title, ownership, editors, etc. It is most frequently found in periodicals and newsletters and generally appears on the editorial or contents page. In many cases the ISSN also appears with the title on the masthead.

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<b>Monograph</b>	A bibliographic resource that is complete in one part or is intended to be completed in a finite number of separate parts.
<b>Multimedia item</b>	An item containing two or more categories of material, no one of which is identifiable as the predominant constituent of the item.
<b>Multipart item</b>	A monograph complete, or intended to be completed, in a finite number of separate parts. The separate parts may or may not be numbered.
<b>Newspaper</b>	A serial publication that contains news on current events of special or general interest. The individual parts are listed chronologically or numerically and appear usually at least once a week. Newspapers usually have a masthead rather than a cover and are normally larger than A3 (297 mm x 420 mm.) in size.
<b>Numbering</b>	The identification of each of the successive items of a publication. It can include a numeral, a letter, any other character, or the combination of these with or without an accompanying word (volume, number, etc.) and/or a chronological designation.
<b>Numeric designation</b>	A number or combination of numbers, dates, letters, or words that identifies an issue of a serial within a numeric sequence.
<b>Other title information</b>	A title borne by an item other than the title proper or parallel or series title(s) including subtitles.
<b>Parallel title</b>	The title proper in another language and/or script.
<b>Periodical</b>	A serial published more frequently than annually. Each issue normally contains separate articles, stories or other writings.
<b>Physical carrier</b>	A physical medium in which data, sound, images, etc., are stored. For certain categories of material, the physical carrier consists of a storage medium (e.g., tape, film).
<b>Predominant name</b>	The name or form of name of a person or corporate body that appears most frequently (1) in the person's works or works issued by the corporate body, or (2) in reference sources, in that order of preference.

<b>Qualifier</b>	A parenthetical word or phrase added to a corporate body heading or uniform title to distinguish the body or title from others with the same name or title.
<b>Reciprocal relationship</b>	The relationship between two items, as represented by paired linking fields (e.g., 780/785) or by a link with the same tag that is given in each related record (e.g., 775).
<b>RECON</b>	Retrospective conversion of manual cataloging records to machine readable format.
<b>Remote access (Electronic resources)</b>	The use of electronic resources via input/output devices connected electronically to a computer.
<b>Reprint</b>	<ol style="list-style-type: none"><li>1. A new printing of an item made from the original type image, commonly by photographic methods. The reprint may reproduce the original exactly (an impression) or it may contain minor but well defined variations (an issue).</li><li>2. A new edition with substantially unchanged text.</li></ol>
<b>Retrospective conversion</b>	The process of converting bibliographic records on catalog cards into machine readable form to provide access through the online catalog.
<b>Running title</b>	A title or abbreviated title that is repeated at the head or foot of each page or leaf.
<b>Section</b>	A separately published part of a bibliographic resource, usually representing a particular subject category within the larger serial and identified by a designation that may be a topic, or an alphabetic or numeric designation, or a combination of these.
<b>Serial</b>	A continuing resource issued in a succession of discrete parts, usually bearing numbering that has no predetermined conclusion. Examples of serials include journals, magazines, electronic journals, continuing directories, annual reports, newspapers, and monographic series.
<b>Series</b>	<ol style="list-style-type: none"><li>1. A group of separate items related to one another by the fact that each item bears, in addition to its own title proper, a collective title applying to the group as a whole. The individual items may or may not be numbered.</li><li>2. Each of two or more volumes</li></ol>

<b>Series title page</b>	An added title page bearing the series title proper and usually, though not necessarily, other information about the series (e.g., statement of responsibility, numeric designation, data relating to publication, title of the item within the series).
<b>Spine title</b>	A title appearing on the spine of an item.
<b>Standing order</b>	An order on which all volumes of a series are automatically received.
<b>Statement of responsibility</b>	A statement transcribed from the item being described, relating to persons responsible for the intellectual or artistic content of the item, to corporate bodies from which the content emanates, or to persons or corporate bodies responsible for the performance of the content of the item.
<b>Subseries</b>	A series within a series (i.e., a series that always appears in conjunction with another, usually more comprehensive, series of which it forms a section). Its title may or may not be dependent on the title of the main series.
<b>Successive entry</b>	The convention of creating a new record for a serial each time a major change occurs.
<b>Supplement</b>	An item, usually issued separately, that complements one already published by bringing up-to-date or otherwise continuing the original or by containing a special feature not included in the original. The supplement has a formal relationship with the original as expressed by common authorship, a common title or subtitle, and/or a stated intention to continue or supplement the original.
<b>Supplied title</b>	A title provided by the cataloger for an item that has no title proper on the chief source of information or its substitute. It may be taken from elsewhere in the item itself or from a reference source or it may be composed by the cataloger.
<b>Title</b>	A word, phrase, character, or group of characters, normally appearing in an item, that names the item or the work contained in it.
<b>Title page</b>	A page at the beginning of an item bearing the title proper and usually, though not necessarily, the statement of

	responsibility and the data relating to publication.
<b>Title page substitutes</b>	When a serial does not have a true title page, another page may substitute. AACR2 12.02B provides the order of preference for title page substitutes: analytical title page (for a serial issued as part of a series); cover, caption; masthead; editorial pages; colophon; other pages.
<b>Title proper</b>	The chief name of an item, including any alternative title but excluding parallel titles and other title information.
<b>Title screen (Electronic resources)</b>	In the case of a computer file, a display of data that includes the title proper and usually, though not necessarily, the statement of responsibility and the data relating to publication.
<b>Updating loose-leaf</b>	An integrating resource that consists of one or more base volumes updated by separate pages that are inserted, removed, and/or substituted.
<b>Uniform title</b>	1. The particular title by which a work is to be identified for cataloguing purposes. 2. The particular title used to distinguish the heading for a work from the heading for a different work. 3. A conventional collective title used to collocate publications of an author, composer, or a corporate body containing several works or extracts, etc., from several works (e.g., complete works, several works in a particular literary or musical form.
<b>URL</b>	Uniform Resource Locator. Location information of an electronic resource expressed in a standardized format, which allows for computer files to be sent and received automatically. The World Wide Web uses the URL as the basis of linking to other files and documents around the Internet.
<b>Verso</b>	1. The left-hand page of a book, usually bearing even page numbers. 2. The side of a printed sheet intended to be read second.
<b>Volume title page</b>	A page that contains the title and designation for an entire volume, rather than the designation for a specific issue. Volume title pages are often issued separately once the volume is complete.
<b>Whole numbers</b>	Continuous numbers that do not repeat. In addition to

numbered serials, the term "whole numbers" is also used for alternative numbering schemes.



## Appendix D: MARC Workforms

RLIN 008 Mask:

CP: \_\_\_\_ L: \_\_\_\_ GPC: \_\_\_\_ CPI: \_\_\_\_ ALPH: \_\_\_\_ ISDS: \_\_\_\_ TYP: \_\_\_\_  
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## Appendix E: Evaluation Form

Your reactions to this workshop will help us in planning future programs. Thank you for your assistance.

Name/institution: (Optional) \_\_\_\_\_

Trainers: \_\_\_\_\_

Sponsor: \_\_\_\_\_

Place and date: \_\_\_\_\_

When answering questions 1-8, please circle the number that most nearly reflects your response to the statement.

**1 = strongly disagree, 2 = disagree, 3 = neutral, 4 = agree, 5 = strongly agree**

- |    |   |   |   |   |   |   |
|----|---|---|---|---|---|---|
| 1. | The presenters were well organized and informative.                     | 1 | 2 | 3 | 4 | 5 |
| 2. | The workshop content was relevant to my work.                           | 1 | 2 | 3 | 4 | 5 |
| 3. | I gained useful information in the sessions.                            | 1 | 2 | 3 | 4 | 5 |
| 4. | The exercises fit the material presented.                               | 1 | 2 | 3 | 4 | 5 |
| 5. | I had ample opportunity to raise questions during the sessions.         | 1 | 2 | 3 | 4 | 5 |
| 6. | I had ample opportunity to raise questions during the exercises review. | 1 | 2 | 3 | 4 | 5 |
| 7. | The overall workshop met my personal expectations.                      | 1 | 2 | 3 | 4 | 5 |

8. Please tell us what you found to be most helpful in the workshop.

9. Were any topics not covered that you expected to be presented?

(Over)

10. How could we improve the content or other aspects of this workshop?



11. What topics would you like to see covered in future workshops?

## Appendix F: Pre-Workshop Exercises

Please print out the following exercises and complete as many of as you can. The purpose of these exercises is to help you determine what areas of serials cataloging you may want to pay particular attention to during the workshop.

Bring the completed exercises and any questions you may have with you to the workshop to facilitate discussion about the examples during the scheduled sessions.

Please also note that bibliographic information used in these exercises may have been altered to illustrate various points of serials cataloging practice.

### Part A: Is It a Serial?

Give as many reasons as you think applicable in each case below.

Example 1:

Cover:	<b>Today's Education</b> The Journal of the National Education Association
Contents page:	The Annual of the National Education Association 1982-83      Volume 71, Number 3
	<b>Today's Education</b>
Verso of contents page:	Published once a year by ... (ISSN) 0271-3573

Is this a serial? Circle one: **Yes** No

1. It has enumeration/chronology.
2. It bears an ISSN.
3. The publisher's statement of frequency indicates intent to continue indefinitely.

Example 2:

It is known that the following is issued annually.

CD-ROM label:	<b>Who's Who in Canadian Business</b> 17th Edition 1997  ISSN 1209-8299
---------------	--

Is this a serial? Circle one: **Yes** No

1. It bears an ISSN.
2. Editions appear frequently.

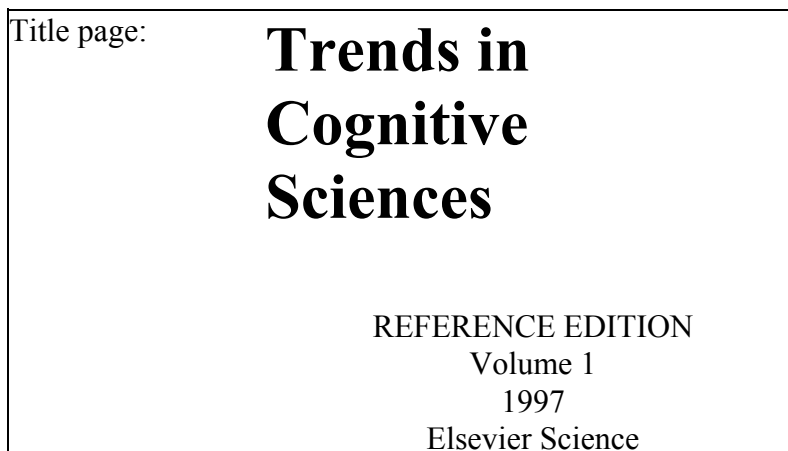
Example 3:

First issue title page:	<b>Proceedings of the Twelfth Annual Symposium on Computational Geometry</b>
Second issue title page:	<b>Proceedings of the Thirteenth Annual Symposium on Computational Geometry</b>

Is this a serial? Circle one: **Yes** No

1. Words such as "Annual" indicate this is an ongoing conference.
2. Terms like "12<sup>th</sup>" and "13<sup>th</sup>" serves as numbering.

Example 4:



Is this a serial? Circle one: **Yes** No

1. Title words such as "Trends in ..." and "Progress in ..." are usually interpreted to indicate intent to publish indefinitely.
2. It has enumeration and chronology.

Example 5:

It is known that the 3rd edition was published in 1989, the 4th edition in 1992, and the 5th edition in 1998.



Is this a serial? Circle one: Yes **No**

This title would not usually be cataloged as a serial since the editions are so infrequent.

Example 6:

title page:	<b>Expenditures on Children by Families</b> <b>1997 Annual Report</b>  UNITED STATES DEPARTMENT OF AGRICULTURE Miscellaneous Publication Number 1528-1997
-------------	---

Is this a serial? Circle one: **Yes** No

1. The title is issued annually and the date is a year of coverage.

Trainers: note that the series could also be cataloged as a serial with this title as a serial analytic.

## **Part B: Is A New Record Required?**

Example 1:

Title 1:	<b>Marriage and divorce statistics</b>
New issue:	<b>Marriage, divorce and adoption statistics</b>

Would you create a new record? Circle one: **Yes** No

There is a change within the first five words of the title.

Example 2:

Title 1:	<b>Organic chemistry</b>
New issue:	<b>Organic chemistry review</b>

Would you create a new record? Circle one: Yes **No**

The addition of a word indicating the type of resource is considered to be a minor change.

Example 3:

Title 1:	Annual report of the President's Commission on Children for 2002
New issue:	President's Commission on Children annual report 2003

Would you create a new record? Circle on: Yes **No**

The rearrangement of the corporate body from end of title to beginning is a minor change.

Example 4:

Title 1:	<b>Doing Business in the Czech and Slovak Republics</b>
New issue:	<b>Doing Business in the Czech Republic</b>

Would you create a new record? Circle one: **Yes** No

There is no change within the first five words but the scope of the publication has changed significantly.

Example 5:

Title 1:	<b>STATISTIQUES ÉPIDÉMIOLOGIQUES ET DÉMOGRAPHIQUES ANNUELLES</b>
----------	--

New issue:	<b>ANNUAL EPIDEMIOLOGICAL AND VITAL STATISTICS</b>
	<b>ANNUAL EPIDEMIOLOGICAL AND VITAL STATISTICS</b>
	<b>STATISTIQUES ÉPIDÉMIOLOGIQUES ET DÉMOGRAPHIQUES ANNUELLES</b>

Would you create a new record? Circle one: Yes **No**

There is no need for a new record since it is only the order of the parallel titles that has changed. A 500 note would typically be added to account for this.

Example 6:

Title 1:	<b>Architectural Review</b> Volume 17, April 1910
New issue:	<b>Architectural Review</b> New Series, Volume 1, January 1912

Would you create a new record? Circle one: Yes **No**

Although the enumeration has started over from volume one, there is no change in the title. The designation includes the phrase "new series" which will be included in the 362 field when edited to reflect this change.

Example 7:

Title 1 record:	130 Historian (Kingston, R.I.) 245 <b>The Historian.</b> 022 ISSN 0018-2370
New issue:	<b>The Historian</b> ISSN 0018-2370 Now published: Allentown, PA

Would you create a new record? Circle one: Yes **No**

There is no need for a new record since it is the place of publication that has changed. This would be noted in a 500 field and the fixed field place of publication code would be updated.

## Part C: Closing Out and Linking Records

Edit the cataloging data in the forms below. Add or change any data you think appropriate.

Vol. 10, No. 2, 1997 issue cover:	<b>African Languages and Cultures</b>
Vol. 11, No. 1, June 1998 issue cover:	<b>Journal of African Cultural Studies</b>

Old title:

Fixed Field:

Publication Status: **d**

Dates: 1988, **1997**

245 00 #a African languages and cultures.

260 -- #a London : #b School of Oriental and African Studies,  
University of London, #c c1988-**1997**.

310 -- #a Semiannual

362 0- #a Vol. 1, no. 1-v. **10, no. 2 (1997)**.

785 00 #t **Journal of African cultural studies**

New title:

Fixed Field:

Publication Status: **c**

Dates: **1998,9999**

245 00 #a Journal of African cultural studies.

260 -- #a London : #b School of Oriental and African Studies,  
University of London, #c **1998-**

310 -- #a Semiannual

362 0- #a **Vol. 11, no. 1 (June 1998)-**

780 00 #t **African languages and cultures**



## Part D: Selecting and Editing Copy

Identify the three or four most important match points between the copy and the bibliographic information provided below.

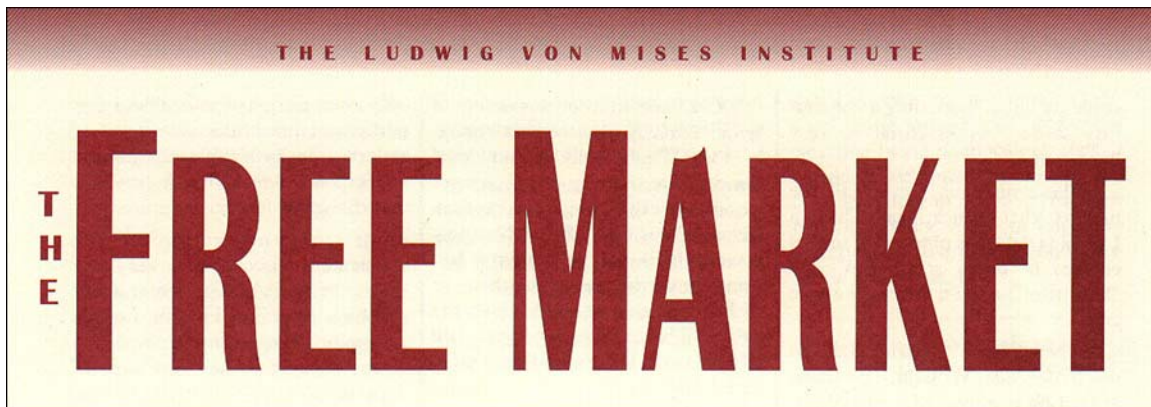
Page 1:

The caption reads: The Ludwig von Mises Institute The Free Market

Bottom of page [1]: Volume 17 Number 2 February 1999



Caption:



At bottom left corner of page 2: Copyright 1999 by the Ludwig von Mises Institute...  
The Free Market is published 12 times a year for our members ... 518 West Magnolia  
Avenue, Auburn, Alabama 36832-4528

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Ludwig von Mises Institute  
518 West Magnolia Avenue  
Auburn, Alabama 36832-4528  
334-844-2500; fax: 334-844-2583  
email: freedom@mises.org  
web: www.mises.org

Copy:

Type:a ELvl: Srce:d GPub: Ctrl: Lang: eng  
BLvl:s Form: Conf:0 Freq:m MRec: Ctry: alu  
S/L:0 Orig: EntW: Regl:r ISSN:1 Alph: a  
Desc:a SrTp:p Cont: DtSt:c Dates:1983,9999

010 -- #a sn88-21859  
040 -- #a AAA #c AAA #d IUL #d NSD #d NST #d IUL #d NST  
012 -- #i 8806 #1 1  
022 0- #a 1051-4333  
042 -- #a lcd #a nsdp  
082 10 #a 330 #2 11  
090 -- #a HD82 #b .F725  
210 0- #a Free mark.  
222 -4 #a The Free market  
245 04 #a The Free market.  
260 -- #a Auburn, Ala. : #b Ludwig von Mises Institute  
of Auburn University, #c 1983-  
265 -- #a Ludwig von Mises Institute, Auburn University,  
Auburn, Ala. 36849  
300 -- #a v. : #b ill., ports. ; #c 28 cm.  
310 -- #a Monthly, #b <Feb. 1987->  
321 -- #a Quarterly, #b 1983-  
362 0- #a Vol. 1, no. 1 (fall 1983)-  
500 -- #a Title from caption.  
500 -- #a Latest issue consulted.  
650 -0 #a Economic policy #v Periodicals.  
650 -0 #a Free trade #v Periodicals.  
650 -0 #a Supply and demand #v Periodicals.  
650 -0 #a Capitalism #v Periodicals.  
710 2- #a Ludwig Von Mises Institute.  
850 -- #a AAP #a ArU #a InU #a KU-S

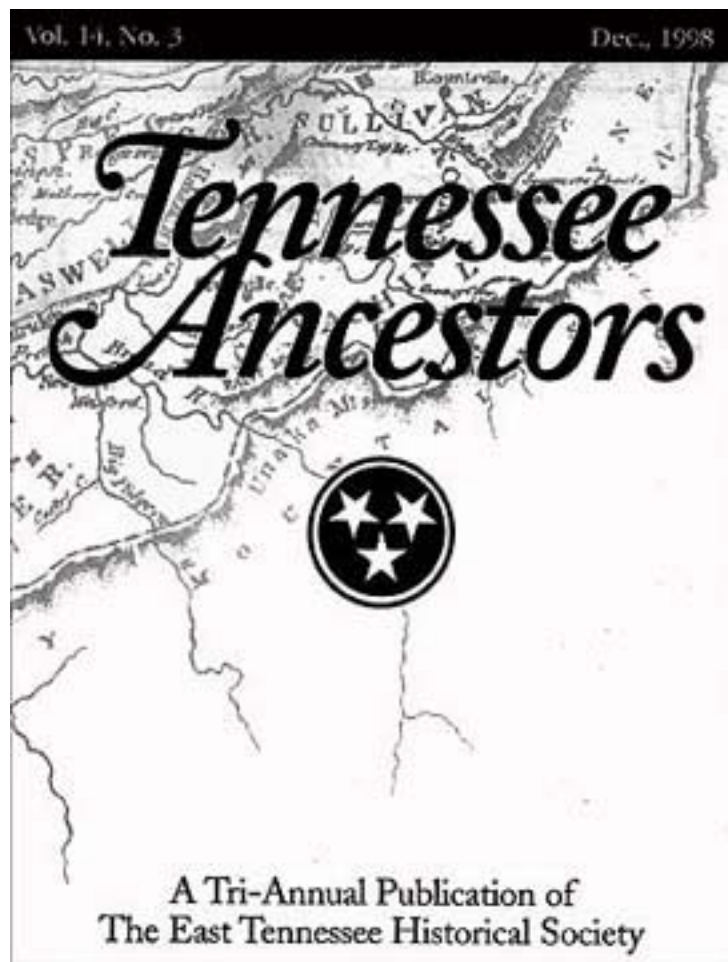
1. Title: The Free market
2. Responsible body: Ludwig Von Mises Institute.
3. Place of publication matches
4. The numbering on the issue in hand fits well with the vol. and issue given in the 362

## **Part E: Cataloging Data**

Examine the bibliographic information in the following examples, determine the chief source of information, and then fill in as much of the cataloging data, tags, indicators and subfields in the MARC serials format as possible based on the information provided. Please note that not all possible fields have been used. Supply information only for the fields indicated and do not worry about authorized forms for headings

Example 1:

Cover of: Vol. 14, No. 3 Dec., 1998:



First page (p. 201) is a table of contents for December 1998 Vol. 14, No. 3:

<i>Tennessee Ancestors</i>	
<i>A Publication of the East Tennessee Historical Society</i>	
DECEMBER 1998	VOL. 14, NO. 3
203	Editor's Notes
204	An Early Description of Tennessee
207	Property Owners: Kingston Pike and Sequoyah Hills, Knoxville, Tennessee <i>D. Morgan Rose</i>
218	Rutledge Letters from the Civil War Have Much to Tell <i>Richard R. Lewis</i>
221	The Robertsons of Tennessee: Myth and Reality <i>Tom Robertson</i>
246	Two Early Sullivan County Petitions <i>Submitted by Steve Cochran</i>
248	Some Blountville Reminiscences <i>Submitted by Steve Cochran</i>
262	The Fish Trap at Mascot <i>W. David Beal</i>
264	First Families of Tennessee: Update #18
270	Tennessee Family and Bible Records Williams Family Bible Wright Family Records Wallace Family Bible Yearout Family Bible Cameron Family Record Walker Family Bible Hazelwood Family Bible
283	Book Reviews <i>Barbara Cook</i>
286	Queries <i>Edited by Harriet Jordan</i>
288	Annual Surname Index

201

Verso of page 201:

Top of page: P.O. Box 1629, Knoxville, TN 37901-1629.

Bottom: Tennessee Ancestors (ISSN 0882-0635) is published triannually by the East Tennessee Historical Society and is distributed to members of the Society

EAST TENNESSEE HISTORICAL SOCIETY P.O. Box 1629, Knoxville, TN 37901-1629 e-mail: <a href="mailto:ethts@east-tennessee-history.org">ethts@east-tennessee-history.org</a> http://www.east-tennessee-history.org	
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<b>Printer &amp; Publisher Coordinator</b> Laura Cope Oakley	
<p>Submissions to and correspondence concerning this publication should be directed to Mr. Rene Jordan, Editor, TENNESSEE ANCESTORS, East Tennessee Historical Society, P.O. Box 1629, Knoxville, TN 37901-1629.</p> <p>TENNESSEE ANCESTORS (ISSN 0882-0635) is published triannually by the East Tennessee Historical Society and is distributed to members of the Society. Postage paid at Knoxville, TN. Postmaster: Send address changes to TENNESSEE ANCESTORS, P.O. Box 1629, Knoxville, TN 37901-1629. Report of non-delivery of TENNESSEE ANCESTORS should be made within three months after the date of the issue if the magazine is to be replaced free of charge.</p>	

See sessions three and four for discussion of how this issue would be cataloged.

Example 2

Edit the cataloging copy supplied below to account for the online version.

Journal home page

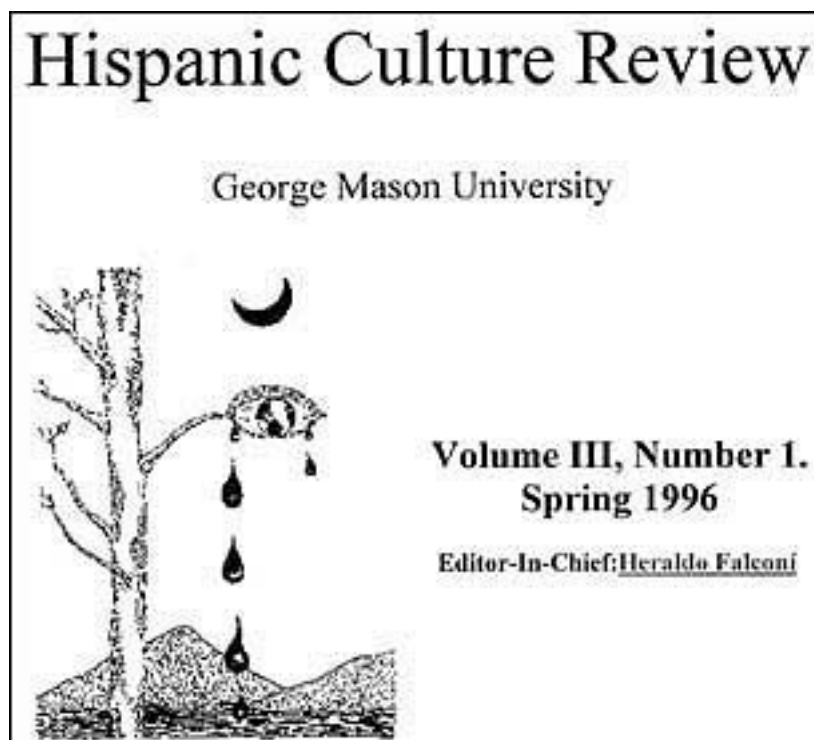
**WELCOME TO THE HISPANIC CULTURE REVIEW**

**We are happy to present the Web edition of our three latest issues of the Hispanic Culture Review, a review published one or two times a year by students of George Mason University. Its many issues have introduced essays, fiction and poetry written in English or Spanish focusing on topics related to the Hispanic world. We hope that you will enjoy our on-line issues and we are looking forward to your correspondence.**

**Make checks or money orders payable to: Hispanic Culture Review and mail to:**

**Hispanic Culture Review  
George Mason University  
c/o Department of Modern and Classical Languages  
Mail Stop #3E5  
Fairfax, VA. 22030  
U.S.A**

Earliest online issue (viewed February 9, 1999):



Cataloging copy for the print version:

Type: a   ELvl:   Sree: d   GPub:   Ctrl:   Lang: eng  
BLvl: s   Form:   Conf: 0   Freq: f   MRec:   Ctry: enk  
S/L: 0   Orig:   EntW: i   Regl: r   ISSN:   Alph:  
Desc: a   SrTp:   Cont:   DtSt: c   Dates: 199u,9999  
042 -- #a lcd  
090 -- #a PS508.H57 #b H57  
245 00 #a Hispanic culture review.  
260 -- #a Fairfax, Va. : #b George Mason University,  
300 -- #a v. : #b ill. ; #c 22 cm.  
310 -- #a Semiannual  
500 -- #a Description based on: Vol. 1, no. 2 (spring 1991).  
546 -- #a English and Spanish.  
650 -0 #a American literature #x Hispanic American authors #v  
Periodicals.  
650 -0 #a Hispanic American literature (Spanish) #v Periodicals.  
710 2- #a George Mason University.

See session 8 for a discussion of how this title would be cataloged either as two separate records or a single record.





## **Appendix G: Icebreakers and Warm Up Exercises**

### **A. Initial Icebreakers**

In selecting icebreakers and warm up exercises, it is always good to consider the following:

1. the composition of the group,
2. the length of the workshop and the individual session,
3. and, the style and personalities of the trainers.

Openers are meant to energize a group and put them at ease, especially if the group is composed of relative strangers rather than participants from the same institution. They are meant to help build rapport in the group as a basis for a common learning experience.

#### **1. Introductions**

Before the initial session begins, if the group is small and participants are strangers, they could:

- pair or be paired off;
- interview one another for five minutes or so;
- then introduce one another to the group, giving information about the person's job, expectations from the workshop, etc.

If a group is large (over 20), ask each person to introduce themselves.

If everyone is from the same institution, the introductions could be done round-robin style and quickly for the trainers' benefit.

#### **2. Icebreakers**

After this, participants could do one of the following.

- Develop Expectations: using a flip chart, ask participants what they hope to learn from the class. Review the list at the end of the workshop to be sure that the expectations have been met.
- Share Best Experiences: ask each person to briefly state their favorite aspect of serials cataloging.

Whatever approach is used, the trainer should relate it directly to the workshop content as set out in the first session.

## **B. Warm Up Exercises**

Following are suggested exercises for each of the subsequent sessions. Trainers should always feel free to vary these, use other exercises, or develop their own.

If time constraints are an issue, then the trainers could simply introduce each session by selecting one or two examples from the pre-workshop exercises that fit the material to be presented and ask the participants how they dealt with them.

### **Session Two: What is a Serial?**

- Ask participants to define a serial and a monograph. Note keywords on a blackboard, flipchart, etc. and compare them to the AACR2 definition after discussion.
- Ask how many serials they identified in the pre-workshop exercises, part A. Hold off specific questions until the conclusion.
- The trainer could bring several examples of different types of serials (e.g., newspapers, periodicals, directories, newsletters, etc.) and ask for similarities and differences.

### **Sessions Three and Four: Original Cataloging**

1. Ask participants how they typically begin to work with a title that has no copy and why they start that way.
2. Ask participants for typical serials cataloging problems encountered in their routine work.
3. Ask participants whether they are using the CONSER core record standard.

### **Sessions Five and Six: Copy Cataloging**

This session could start with some questions:

- What percent of your serials cataloging involves working with copy?
- How extensively do you edit copy and why?
- Do you treat OCLC or RLIN member copy the same as DLC/CONSER copy?
- What guidelines do you use in selecting copy? Answers could be written on blackboard, flipchart, etc., and later compared to what is presented in the session.
- What kinds of problems do you typically have with serial cataloging copy?

Alternatively, either the larger group or smaller sub-groups could be asked to:

- develop a laundry list of 3 or 4 key points in serials copy cataloging;
- or, create a checklist of the 5 most important tags to verify in serials copy cataloging;
- or, ask each sub-group to appoint a presenter and then define “good” serial copy.

### **Session Seven: When is a New Record Needed?**

This session could start off by:

- discussing the Worst Serial Title Change of the Year Award; e.g., award criteria include:
  1. A frivolous title change for **NO APPARENT REASON**, and producing no advantage;
  2. The unnecessary change of an old, respected title;
  3. Repeated changes, the latest being no better than any earlier ones;
  4. "Snake in the Grass," or "Et, tu Brute?" category of **LIBRARY** publications.
- asking participants to relate their worst title change experience;
- asking participants to define a title change and noting the answers on a blackboard, flipchart, etc. and then comparing their answers with the material presented later in the session.

### **Session Eight: Electronic Serials**

This session could start with some questions:

- What percent of your serials cataloging involves working with electronic resources?
- How do you handle print and electronic version of the same title?
- What are some typical problems and issues that arise in dealing with electronic resources?

### **Session Nine: Subject Cataloging**

1. Ask participants to describe briefly how their various libraries arrange periodicals versus serials. Does this affect how they catalog and/or classify titles?
2. Do they all use LCSH or do they also use other thesauri?
3. Ask what strategies they use to determine subject headings. Note answers on blackboard, flipchart, etc. and then compare their answers with material below after the presentation.



## Appendix H: MARC TAGGING AND SERIALS

This appendix consists of two parts:

- Part A. Commonly-used serial tags
- Part B. Coding needed to complete exercises

### PART A. COMMONLY-USED SERIAL TAGS

Following is a selected list of MARC tags that are frequently used in serial records or that will be found in CONSER records. Consult the *CONSER Editing Guide* or other documentation for a complete list and instructions on their use.

007	Physical description fixed field (used primarily for microforms and e-serials)
008/leader	Fixed field display found in workforms on OCLC or local systems; serials fixed field is used for all printed serials, microforms, and computer files that are textual; for serial maps, sound recordings, etc. the map, etc. 008 is used with a serial 006
010	LC control number (used in CONSER records)
022	ISSN
042	CONSER authentication field
050	LC classification number
110	Main entry—corporate body (personal main entry rarely used)
111	Main entry—conference heading
130	Main entry—uniform title (frequently used for conflicting titles)
210	Abbreviated title (contains the abbreviation of the title used in abstracting and indexing services)
222	Key title (assigned by ISSN centers)
240	Uniform title (used when there is a corporate body main entry and a uniform title is needed)
245	Title statement
246	Varying form of title (used for other forms of the title and for minor changes on subsequent issues)
247	Former title (used in latest entry records and in records for integrating resources)
250	Edition statement (used only when the entire serial is part of an edition)
260	Publishing statement (note that beginning date is omitted if first and/or last piece is not in hand)
300	Physical description
310/321	Current and former frequency
362	Designation of first and last issue (1 <sup>st</sup> ind. ‘0’) or information on when the serial began and/or ceased (1 <sup>st</sup> ind. ‘1’)
440/490	Series statement

500	General note (used for description based on notes, source of title, notes relating to place or name of publisher, etc.)
515	Numbering peculiarities (used when considered important)
516	Type of computer file (used for serials for file formats, etc.)
525	Supplement note (used when the supplements are not named or are not cataloged separately)
533	Reproduction note (when used, this is the last 5XX note)
538	System details note (for electronic resources)
546	Language note
550	Issuing bodies note (used for changes of issuing body on subsequent issues and other notes relating to corporate bodies)
580	Linking entry complexity note (used for complex links, such as mergers and splits and relationships to other works when title is not known)
6XX	Subject headings (generally kept broad for serials)
710	Added entry--Corporate body (frequently used for issuing bodies)
730	Added entry—Uniform title (used for related resources separately cataloged)
740	Added entry—Uncontrolled related/analytical title (used for named resources not separately cataloged or named portions of the serial)
752	Hierarchical place name (used in records for newspapers)
765/767	Links to original language/ translation
770/772	Links to supplements or special issues/ parent record
775	Links to other editions
776	Links to other physical formats
780/785	Links to earlier title/later title
787	Nonspecific relationship link (used with 580 to provide note)
8XX	Series added entries
850	Holdings institution (found in CONSER records; no longer maintained)
856	Electronic location and access
936	CONSER variable length field (formerly used by CONSER to indicate latest issue consulted (LIC), and currently to provide notes relating to the record)

---

## **PART B. CODING NEEDED TO COMPLETE EXERCISES**

### **PUBLICATION STATUS (008/06) (All Materials)**

Codes

- c** Currently published status
- d** Dead status
- u** Unknown status

---

### **FREQUENCY (008/18 006/01)) REGULARITY (008/19 006/02) (Serial)**

#### **Frequency codes**

blank No determinable frequency (irregular)

- a** Annual
- b** Bimonthly (every two months)
- c** Semiweekly (twice a week)
- d** Daily
- e** Biweekly (every two weeks)
- f** Semiannual (twice a year)
- g** Biennial (every two years)
- h** Triennial (every three years)
- i** Three times a week
- j** Three times a month
- m** Monthly
- q** Quarterly
- s** Semimonthly (twice a month)
- t** Three times a year
- u** Unknown
- w** Weekly
- z** Other frequencies

#### **Regularity codes**

- |                  |                               |
|------------------|-------------------------------|
| <b>r</b> Regular | <b>n</b> Normalized irregular |
|                  | <b>x</b> Completely irregular |
|                  | <b>u</b> Unknown              |



## TYPE OF SERIAL (008/21 006/04)

(Serial)

Codes

blank None of the following

**m** Monographic series

**n** Newspaper

**p** Periodical

## 246 INDICATOR CHART FOR SERIALS

First indicator = Title added entry

Second indicator = Type of title

Type of variant title	1st ind.	2nd ind.	#i usage
At head of title note	1		i
Expanded titles (formerly 212)	2		
Fluctuating titles	1		i
Incorrect titles	1		i
Other title information	3	0	
Parallel title (from 245)	3	1	
Parallel title (not from 245)	1		i
Portion of title	3	0	
Title a.e./LCRI 21.30J (for spelled out forms, etc.)	3		
Variant titles on piece	1	2-8	
2 = distinctive title			
3 = other title			
4 = cover title			
5 = added title page title			
6 = caption title			
7 = running title			
8 = spine title			
Variations of title not considered to be title changes	1		i

## **780 PRECEDING ENTRY (Repeatable)**

First indicator--Note controller

- 0** Display note
- 1** Do not display note

Second indicator--Type of relationship

- 0** Continues
  - 1** Continues in part
  - 2** Supersedes [Pre-AACR2]
  - 3** Supersedes in part [Pre-AACR2]
  - 4** Formed by the union of ... and ...
  - 5** Absorbed
  - 6** Absorbed in part
  - 7** Separated from
- 

## **785 SUCCEEDING ENTRY (Repeatable)**

First indicator--Note controller

- 0** Display note
- 1** Do not display note

Second indicator--Type of relationship

- 0** Continued by
- 1** Continued in part by
- 2** Superseded by [Pre-AACR2]
- 3** Superseded in part by [Pre-AACR2]
- 4** Absorbed by
- 5** Absorbed in part by
- 6** Split into ... and ...
- 7** Merged with ... to form: ...
- 8** Changed back to [Pre-AACR2]